

IIDA NPC Seattle City Center Director Position Description

Reports To: Directly: VP of City Centers
Overall: President and Board

Prerequisites:

1. Must be an IIDA member in good standing
2. Willingness to serve a two-year term which goes from July 1st to June 30th.
3. Preferred to be a professional member of IIDA, but not required.
4. Resides within that City Center area.

Job Description:

The Director of Seattle City Center shall be responsible for developing City Center goals, programs and creation of resources. These duties shall include recommendation and supervision of appropriate teams to formulate programs. Non-voting member of IIDA NPC Chapter Board.

Council / Committees:

- Seattle City Center Council
 - Graphics Chair
 - Communications Chair - OPEN
 - CEU Chair
 - Project Tours Chair
 - Membership Chair - OPEN
- Seattle Design Festival Committee
 - SDF Chair
- Seattle ZeroLandfill Committee
 - ZLF Chair
- Day of Service Committee
 - Day of Service Chair
- Holiday Party Committee
 - Holiday Party Chair

Responsibilities:

1. General
 - a. Work with the VP or City Centers to establish and implement City Center Director's goals.
 - i. Reports to the VP of City Centers once a month or more frequently as needed regarding the status of Seattle City Center Director's programs and resources.
 - b. Represents the Chapter to the public and carries out official duties as requested by the President and Board of Directors.
 - c. Provide a significant visual presence of the Council and Board to Members at chapter and city center events.
 - d. Increases public awareness of the Organization and the Seattle City Center's efforts by building strategic alliances with related industry organizations.
 - e. Communicates with VP of City Centers and/or other City Center Directors (Boise, Spokane, Vancouver) for feedback and information sharing.
 - f. Creates Seattle City Center resources for the design community and

- coordinates with VP of Communications, Graphics Chair and Communications Chair to promote content.
- g. Work with design firms, industry firms, and local schools to advance the City Center effort to promote IIDA and the Interior Design profession.
 - h. Create and maintain Seattle City Center Director transition guide and electronic file sharing content.
 - i. Aide in recruiting and mentoring replacement for Seattle City Center Director near end of term (3-6 months prior to transition – VP of City Centers to aide in finding replacement).
 - i. Is responsible for onboarding new Seattle City Center Director replacement. Meet once a month or more - frequency dependent on new incoming director's needs.
2. Seattle City Center Director Duties
- a. Attends Monthly Chapter Board meetings and the creating monthly Board of Director consent agenda by Administrative Director's deadline.
 - b. Attends Board Summer and Winter Retreats.
 - c. Participates in meetings twice a year, or more as needed, with the President and President-Elect to review progress of yearly goals and discuss any issues or concerns with their position.
 - d. Aids in creating the event sponsorship package and in seeking sponsorship funding for events and resources in coordination with VP of City Centers and the VP of Sponsorship.
3. Council
- a. Holds Seattle City Center Council committee meetings once a month or as required throughout the planning process.
 - b. Creates meeting agendas and meeting minutes for each scheduled council meeting and archives them for future reference through the electronic file sharing program (Dropbox).
 - c. Works with Recruitment Coordinator to recruit event committee volunteers.
 - d. Works with VP of Membership to recruit and maintain current standing of members.
4. Events
- a. Initiates, delegates, and leads the CEU's, Project Tours, Day of Service Events, as well as leads Seattle Design Festival, Holiday Party committees through planning and implementation of programs and resource creation.
 - b. Manages the approved budget for events. Requests Board vote for any changes to the approved budget.
 - c. Coordinates with VP of Communications, Graphics Chair and Communications Chair for event graphics and PR. Maintains graphic brand and identity of the Chapter.
 - d. Oversees committee meetings as required throughout the planning process. Verifies the event chair is providing meeting agenda and meeting minutes.
 - i. All meeting minutes need to be reported to both council and board through consent agendas.
 - e. Completes Close Out Budget and Report within 30 days of the Event.
 - f. Confirms that all Event Graphics, PR items, Agendas, Minutes, Photographs, Volunteer Lists, Venue/Catering/AV Contracts and Receipts are archived on Dropbox for future reference.
 - i. All committee volunteers needing Reimbursement to be completed within 30 days of the event. **Reimbursements are**



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available for IIDA members only.

- g. Participates in a post-event recap at City Center Council meetings with the Event Committee for lessons-learned. Share these lessons learned with VP of City Centers and fellow city center directors.