

Make a Difference in Your Profession! Volunteer with IIDA Northern Pacific Chapter!

Are you interested in making a difference in your local interior design community? Do you want to get involved with IIDA NPC but don't know where to start? The IIDA Northern Pacific Chapter has open volunteer positions available and is looking for motivated volunteers and leaders to help us pursue our mission of advancing Interior Design in the Pacific Northwest and beyond. Holding a position on the Board of Directors, as well as support positions to the Board, enriches the personal and professional lives of volunteers, providing unique opportunities to lead, manage, budget, mentor and market while meeting accomplished industry professionals, as well as network with the design talent of our community. We are always looking for committed volunteers to advance initiatives and keep us moving forward.

If you are interested in getting involved with the Northern Pacific Chapter, please email the Chapter Volunteer Coordinator at: iidanpc.secretary@gmail.com and Heather Tierney at iidanpc.president@gmail.com

And it's FUN!

- **President Elect 2019-2020** (Presidential track is a 3 year commitment)
 - Serves as alternate presiding officer when President is unavailable. If for any reason the President leaves their term of office early or is terminated, the President-Elect shall automatically succeed to the office of the President.
 - Represents the Chapter at Professional events, to the public, and regarding all official matters.
 - Establishes goals for their term of office as President and reviews with current President prior to taking office.
 - Announces Chapter goals for term of office in the Toast! annual celebration slideshow. Coordinates with event planning committee and President to execute.
 - Coordinates progress meetings between President, President-Elect and each individual Board VP position to insure their yearly goals are being met and they are successful in their position.
 - Attends all Executive Committee, Finance Committee, and Board of Director meetings.
 - Works with Executive Committee and Board of Directors to prepare and approve annual budget.
 - Works with Executive Committee to prepare and submit final Chapter Award submittals to Headquarters.
 - Coordinates with Executive Committee to provide a significant visual presence of the Committee to Members at City Center events, CEU's and Forums.
 - Maintains, enforces, and reviews Chapter By-Laws, Policy and Procedures, and position overviews with VP of Advocacy for accuracy and relevance to current Chapter operations. Works with Executive Committee, VP of Advocacy, and Board of Directors to review and approve at the Summer Board Member Retreat.
 - Presiding officer at the Finance Committee monthly meetings
 - Serves as Treasurer if none is appointed
 - Attends the International Chapter Leadership Council (CLC) Meetings biannually.
 - Attends the IIDA International Annual Meeting in Chicago
 - Advisor to the Chapter Nominating Committee responsible for overseeing their activities and reporting back to the Board of Directors.
 - Monitors approvals of Chapter graphics and electronic communications throughout the year.
 - Assists President with Annual Winter Retreat preparations.
 - Plans and executes Annual Summer Retreat. Prepares agenda, general content, and works with President and Secretary to coordinate venue/food/travel/accommodations for the Board Members.

- **VP of Advocacy 2019-2021** (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Participates in yearly meeting with President and President-Elect to review progress of yearly goals and discussion any issues or concerns with their position.
 - Attends all Board of Director meetings. Responsible for creating monthly Board of Director consent agenda by Secretary's deadline.
 - Creates annual budget for VP of Advocacy position.
 - Maintains Advocacy handbook and electronic file sharing content.
 - Aide in recruiting and mentoring replacement VP of Advocacy near end of term.
 - Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
 - Communicates with other Chapter VP of Government and Regulatory Affairs / Advocacy and headquarters for feedback and information sharing.
 - Provide a significant visual presence of the Board to Members at City Center events, CEU's and Forums.
 - Responsible for developing advocacy programs of the Chapter.
 - Communicates with industry organizations to further support the legal recognition of Interior Design throughout the Chapter's region.
 - Responsible for maintaining a current understanding of legislative and regulatory issues facing the Interior Design profession through the region and the United States.
 - Maintains current copies of HQ Webinar series and provide opportunities for Chapter interaction.
 - Attends IIDA Legislative Round Table at NeoCon and other industry organized programs on legislation activities and regulatory issues as feasible and budgeted.
 - Participates in the monthly Advocacy conference call organized by the International Board and HQ.
 - Increases public awareness of the Organization and the Chapter's advocacy efforts by building strategic alliances with related industry organizations to promote interdisciplinary conversations.
 - Develop community relationships with the general public to increase awareness what we do as Interior Designers and related industry professionals.
 - Develop and maintain a community outreach committee to use our knowledge and training as Interior Designers to make a contribution to our community through design.

- **VP of Professional Development 2019-2021** (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Participates in yearly meeting with President and President-Elect to review progress of yearly goals and discussion any issues or concerns with their position.
 - Attends all Board of Director meetings. Responsible for creating monthly Board of Director consent agenda by Secretary's deadline.
 - Creates annual budget for VP of Professional Development position.
 - Maintains Professional Development handbook and electronic file sharing content.
 - Aide in recruiting and mentoring replacement VP of Professional Development near end of term.
 - Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
 - Communicates with other Chapter VP of Professional Development and headquarters for feedback and information sharing
 - Provide a significant visual presence of the Board to Members at City Center events, CEU's and Forums.

- Increases public awareness of the Organization and the Chapter's professional efforts by building strategic alliances with related industry organizations to create shared CEU's and generate attendance at other CEU's and forums.
 - Establish City Center CEU and Forum goals with VP of City Centers, City Center Directors, and City Center Chair's of Professional Development annually.
 - Supports City Center Chair's of Professional Development to meet CEU goals for each City Center.
 - Works closely with Forum Advisors to develop a yearly program for each forum category within the Chapter. Programs should be divided amongst the Chapter's City Centers.
 - Works closely with Exam Preparation Coordinator and VP of Advocacy to develop and maintain an annual NCIDQ study course. Oversees implementation with Exam Preparation Coordinator and City Center Directors.
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- **VP of Communications 2019-2021** (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Participates in yearly meeting with President and President-Elect to review progress of yearly goals and discussion any issues or concerns with their position.
 - Attends all Board of Director meetings. Responsible for creating monthly Board of Director consent agenda by Secretary's deadline.
 - Creates annual budget for VP of Communications position.
 - Maintains Communications guidelines, templates, handbook and electronic file sharing content.
 - Aide in recruiting and mentoring replacement VP of Communications near end of term.
 - Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
 - Communicates with other Chapter VP of Communications and headquarters for feedback and information sharing
 - Provide a significant visual presence of the Board to Members at City Center events, CEU's and Forums.
 - Increases public awareness of the Organization and the Chapter by building strategic communication alliances with media and other related industry organizations.
 - Works with President and contracted graphic designer to establish graphic identity and visual brand of the Chapter for the year.
 - Verifies that all national and Chapter graphic standards are being maintained chapter-wide.
 - Reviews communication guidelines and templates with the Board of Directors at the Summer Retreat for approval. Upon approval, presents these annually to the Chapter event planning committees, City Center Communications/Graphics Chair, and Campus Center Council Communications/Graphics Chair.
 - Connects Chapter event planning committee and City Center Council with appropriate communication resource coordinators.
 - Reviews and approves Chapter-wide graphics and electronic communications throughout the year.
 - Reviews and approves City Center and Campus Center graphics and electronic communications throughout the year.

- Oversees communications coordinators for social media, website, public relations, and Quicknews and facilitates quarterly progress meetings with the communications team to report activities back to the Chapter Board of Directors.
 - Works closely with contracted graphic designer per scope outlined in agreement. Works with President to maintain and develop contract services as necessary.
 - Works closely with contracted website designer/programmer to maintain Chapter website. Works with President to maintain and develop contract services as necessary.
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- **Puget Sound Campus Center Director 2019-2021** (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Carries out official duties as requested by the President and Board.
 - Increase public awareness of the Organization and the Chapter by fostering strategic relationships with educators and colleges facilitating Interior Design programs.
 - Participates in yearly meeting with President, President-Elect and VP of Campus Centers to review progress of yearly goals and discussion any issues or concerns with their position.
 - Communicates regularly with the VP of Campus Centers and the Board of Directors regarding the status of the Campus Center.
 - Offers support in developing Campus Centers in Eastern Washington, Idaho, Alaska, British Columbia, and Alberta with the VP of City Centers
 - Attends all Board of Director meetings.
 - Responsible for creating monthly Board of Director consent agenda by Secretary's deadline.
 - Participates in monthly meeting with VP of Campus Centers to review progress of yearly goals, oversee Campus Center Council progress, and discussion any issues or concerns with the Campus Centers
 - Works with the VP of Campus Centers and the Campus Center Council to develop the Campus Center yearly calendar of programs, meetings, and events.
 - Attends all Campus Center Events.
 - Works with the VP of Campus Centers to develop the Campus Center annual budget and individual event budgets.
 - Work with VP of Campus Centers and VP of Revenue Development to solicit Patronship earmarks or event sponsorship.
 - Supports the Campus Center Council in developing their meeting agendas and leading Campus Center meetings. Encourages student council to lead their peers in developing student Chapter activities.
 - Mediates issues or conflicts with Campus Center students. Escalates issues to VP of Campus Centers and Chapter President as necessary.
 - Maintains Campus Center handbook and electronic file sharing content.
 - Implement the national Mentorship Week program with the VP of Campus Centers and Campus Center students.
 - Works with VP of Campus Centers to prepare content for final Chapter Award submittals to Headquarters.
 - Coordinates with VP of Communications and VP of Campus Centers to approve Campus Center graphics and electronic communications throughout the year.
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- **Administrative Director 2019-2021** (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Carries out official duties as requested by the President and Board.

- Participates in yearly meeting with President and President-Elect to review progress of yearly goals and discussion any issues or concerns with their position.
 - Maintains Secretary handbook and electronic file sharing content.
 - Attends all Board of Director meetings and arranges for a Board Member to take meeting minutes in their absence.
 - Attends meetings as requested by the Executive Committee.
 - Arranges location and amenities for monthly Board Meetings.
 - Works with President to generate Board Member meeting agendas.
 - Calls for and collects all Board Member consent agendas prior to the next Board meeting.
 - Works with President to coordinate the winter retreat venue/food/travel/accommodations for the Board Members.
 - Works with President-Elect to coordinate the summer retreat venue/food/travel/accommodations for the Board Members.
 - Develops and monitors budget with President and President-Elect for Board retreats.
 - Oversees storage unit archives. Maintains inventory of contents to be usable by the Board.
 - Oversee Historian and coordinates development of digital archive to be used by the board
- Chapter Public Relations Chair (2 year commitment)
 - Represents the Chapter at Professional events and to the public.
 - Participates in monthly meetings with the VP Communications to review progress of action items and discussion any issues or concerns with their position.
 - Increases public awareness of the Organization and the Chapter by building strategic communication alliances with media and other related industry organizations.
 - Develops relationships with local newspapers, magazines, online publications and IIDA headquarters
 - Pursues event advertising to local or national press as needed
 - Coordinates and issues press releases about Chapter Events (Signature Events, Forums, NCIDQ Program) to the public. Will require working relationship with VP Signature Events & VP Professional Development
 - Coordinates and issues press releases about major City Center Events (REVEAL, ZeroLandFill, Advocacy Bridge, Seattle Design Festival, etc) to the public. Will require working relationship with VP City Centers and City Center Directors
 - Maintains an active presence at committee meetings for Chapter Signature Events
 - Strategize with the VP of Communications and develops new ideas for marketing the Chapter and educating the public about interior design
 - Attends meetings as requested by the Executive Committee
 - Maintains and updates media contact list
 - Strategize with VP Communication to develop Chapter “voice” & City Center “personalities”
 - Strategize new approach for the annual Patron Drive
 - Create content for a new marketing and member welcome pamphlet that outlines our chapter structure and what we're all about.
 - Connects Chapter event planning committee and City Center Council with appropriate communication resource coordinators.

- Oversees communications coordinators for social media, website, public relations, and Quicknews and facilitates quarterly progress meetings with the communications team to report activities back to the Chapter Board of Directors.
- Aide in recruiting and mentoring replacement Chapter PR Chair near end of term.
- **Chair Chapter graphics (1 year commitment)**
 - Coordinates all graphic design, printing, and mailings for Chapter
 - Prepares budget information for printing and mailings for each IIDA Event
 - Attends first committee meeting for each event that requires graphics and provides committee with information on the graphics process
 - Works closely with VP of Communications and Graphic Designer
 - Assists with preparation of Chapter's IIDA Excellence in Graphics award submittal
 - Coordinates final review of graphics to in accordance with HQ standards.
 - Attends meetings as requested by the Executive Committee
 - Prepares and updates the Graphics Schedule and continually tracks with the Board
- **Nominating Committee Members (1 year commitment)**
 - Must be an IIDA Member in good standing, preferably at a Professional or Industry level.
 - Must be a Firm or Company Leader
 - Meets with the Nomination Committee 4 times per year.
 - Responsible for nominating candidates for Chapter and National Awards.
 - Searches out candidates for Chapter Awards, National Awards and open Board Positions.
 - Completes corresponding paperwork for each formal nomination.
 - Conducts candidate interviews when needed.
- **Chapter Advisory Council Members (1 year commitment)**
 - Must be an IIDA Member in good standing, preferably at a Professional or Industry level.
 - Must be a Firm or Company Leader
 - Meets with the Chapter Advisory Council 4 times per year.
 - The main goal of the Advisory Council is to leverage the expertise and experience of senior leaders within our design community to provide valuable leadership, mentorship, and council to our Chapter Board and its members. The Council members will represent diversity of market sectors and firms doing work regionally, nationally, and globally.
 - The council will support the vision of IIDA, help to guide significant purpose for Chapter activities and events; provide mentorship to those who hold Chapter Board positions and be a voice for the profession in raising the value of design.

Committee Volunteer Positions - Candidates for these positions must be an IIDA Member in good standing. The length of commitment varies by position or event.

Chapter Wide

- Eventbrite Coordinator

Seattle City Center

- Director Elect

Inland Northwest City Center

- Director Elect

Boise City Center

- Director Elect
- Communications Chair
- Community Outreach/ Advocacy Chair
- Social Media Coordinator
- Zero Landfill Coordinator
- Student Tour Coordinator

Signature Events

- INawards 2019 Chair
- RISE 2020 Chair
- TOAST 2020 Chair
- Eventbrite Coordinator

Partner Relations

- Sponsorship Coordinator

Advocacy

- External Advocacy Chair
- Internal Advocacy Chair
- Legislative Chair
- Communication

Communications

- Signature Events Graphics Coordinator
- PR Coordinator
- Website Coordinator

Professional Development

- NCIDQ Program Chair
- NCIDQ Study Program Facilitators
- NCIDQ Content Developer
- NCIDQ Educational Materials Coordinator
- Forum Committee Member