



CITY CENTER **HANDBOOK**

WHAT IS A CITY CENTER?

City Centers are groups of Members in a particular city who organize and deliver programs of interest to local Members, as frequently or infrequently as they wish. In areas where there are educational institutions, IIDA Campus Centers can form to deliver programs geared toward students. Any IIDA Member may attend any program offered by any City Center or Campus Center.

A City Center's governance structure and operation is subject to the bylaws, policies and procedures as approved by the Chapter. The Chapter Board acts as an umbrella administrative group. It is NOT attached to any one City Center in the Chapter area and should include Board Members representative of the overall Chapter area.

In Chapters where more than one geographic area/city containing IIDA Members exists and City Centers are formed, all centers become City Centers, including what may have been the primary location within the Chapter.

City Centers prepare an annual budget for programs and events for approval by the Chapter Board and inclusion in the Chapter budget. The Chapter Board controls all monies and the Chapter bank account. City Centers should not hold checking or savings accounts.

IIDA recommends a guideline of 10 or more Members that exist in the same geographic area/city in order to form a City Center. However, IIDA recognizes that it is the commitment and level of interest of the Members that is most important.

A City Center

- Is Membership
- Is Students
- Is Programs
- Is focused on the local Members' needs, while making its activities available to Chapter membership.
- May have its own committees
- May fund raise for its own events

HOW TO START A CITY CENTER

1. Identify need for City Center programs in specific area.
2. Identify contact person in geographic area.
3. Contact the Chapter President, the Vice President of City Centers, and pertinent board Members to discuss interest levels.
4. Vice President of City Centers shall present to Chapter Board for approval to proceed at investigative level.
5. Chapter to propose a budget of "seed \$" for the City Center.
6. City Center Director to be added to the Chapter Board according to the Chapter bylaws.
7. Chapter President will notify IIDA HQ that group is functioning as a City Center.
8. City Center Director to recruit and form appropriate committees for events.
9. Submit schedule of events to Chapter Board for advertisement in Chapter Calendar and Newsletter and on the international web site calendar of events.

Vice President of City Centers

(This position is at the board level.)

Title: Vice President of City Centers (Chapter Board of Directors Position)

Reports to: Chapter President and Board of Directors

Prerequisites

Individual shall be a Professional Member of IIDA. Individual must have served as a City Center Director in the Chapter.

Job Description

1. Represents the chapter with provisions for programs, networking, advocacy, community involvement, public relations, and communications of specific interest to all City Centers.
2. Assists the VP of Membership in Member recruitment and retention activities in all City Centers.
3. Represents the Chapter to coordinate leadership, structure, operations, programs and resource development within all City Centers.
4. Carry out official duties as requested by the Chapter President or Board of Directors.

Committees

Developed on an as needed basis, or as assigned by Chapter Board or President.

Responsibilities

1. Motivates and supports City Center Directors. Recommends and supervises development of City Center programs and recommend policies.
2. Conducts a City Center Retreat for all City Center Directors prior to or at the beginning of term, to review policies, procedures, City Center Manual, etc. This is recommended in addition to or as part of the Annual Chapter Retreat.
3. Assists City Center Directors in developing annual budget requests. Submits requests for Board approval and monitors approved budget.
4. Serves as spokesperson/liaison for all City Centers to the Chapter Board.
5. Travels as allocated in Chapter Budget to City Centers for meetings.
6. Submits all City Center updates to the Chapter newsletter and/or website.
7. Submits all City Center monthly programs to International to be posted on *DesignMatters* newsletter and the website calendar of events.
8. Identifies and grooms a replacement for this position.

Time Requirements

4-5 hours per week

Benefits

1. Opportunity for involvement with a professional design association.
2. Interaction with other Members and industry leaders.
3. Recognized for leadership and contributions by all Members of the Association.
4. Travel to different cities, for City Center meetings, Board meetings, and Annual Retreat.

Title: City Center Director
Reports to: Chapter President and Chapter Vice President of City Centers

Prerequisites

Individual shall be a Professional Member of the Chapter. Individual must reside or work in the City Center jurisdiction where they serve.

Job Description

1. All City Center Directors will serve on the Chapter Board and carry out official duties as requested by Chapter President, Chapter Board of Directors, or Chapter VP of City Centers.
2. Develop programs to further the education and professionalism of the City Center Members.
3. Organize City Center events.
4. Create and oversee City Center Committees as needed for City Center activities/special events.
5. Represent City Center and the profession of Interior Design.
6. Assist with Chapter-wide programs and events held in their City Center.
7. Recruit Members to fill all City Center Committee positions as needed.
8. Prepare reports for Newsletter on meetings, agendas, committees and goals for their City Center.
9. Review city center finances for accuracy and appropriateness and submit to Chapter Board budget using the City Center budget work sheets.

Responsibilities

1. Attend all Chapter Board meetings as outlined by Chapter
2. Encourage attendance at City Center activities.
3. Oversees all city center committee activities to ensure events are in compliance with Chapter bylaws and procedures.
4. Identifies and grooms replacement candidates.

Time requirements

4-6 hours per week, additional time during City Center Events

Benefits

1. Development for leadership skills and professional development.
2. Network with designers in other City Centers.
3. Opportunity for recognition and service on chapter Board and for future offices.
4. Travel to different cities within the chapter for Board Meetings and IIDA functions.

COMMITTEES

City Center Directors should encourage the involvement of local members in their area events and happenings through committees. Suggested committees are as outlined below. However, additional committees may be created as needed by the city center director. All City Center committees must abide by the bylaws and standard operating procedures of the Chapter.

Recommended Committees

Membership
Professional Development
Communications
Student Affairs
Finance

General Committee Chair Responsibilities (applicable to all committee chairs)

1. Attend all monthly City Center Director's meetings.
2. Coordinate, attend, and run all chair position committee meetings.
3. Attend as many City Center programs as possible.
4. Prepare yearly budget as required for inclusion in the overall **City Center** budget

MEMBERSHIP COMMITTEE CHAIR

Reports to: City Center Director and communicates with Chapter Vice President of Membership

General Job Description

Responsible for the development and implementation of programs to recruit new Members.

Responsibilities

1. Present list of dropped Members from VP of Membership on a monthly basis and submit them at the monthly City Center committee meetings. Contact dropped Members to try to regain them as members.
2. Call all who request applications, answer questions for them. Present list of new Members from VP of Membership at monthly City Center committee meetings.
3. Submit summary of committee activities at monthly City Center meetings. This information can be used by the City Center Director for the Chapter newsletter.
4. Becomes well acquainted with membership benefits at the National, Chapter, and local levels.

Benefits

1. Opportunity for Leadership and professional growth.
2. Opportunity to network with other Members of the design profession.
3. Opportunity for recognition and service within the IIDA organization.
4. Gain personal knowledge of educational development process.
5. Personal recognition.

PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

Reports to: City Center Director and communicates with Chapter Vice President of Professional Development, Programs and Forums

General Job Description

Responsible for the planning and implementation of city center programs. Programs should be an equal mix of educational programs, CEU programs, and social events. All programs must adhere to their budgets and be supplemented with sponsorship monies if necessary. Responsible for scheduling and coordinating the NCIDQ study sessions in the City Center, either running the program themselves or recruiting proctors (professional Member of IIDA), and contacting Associate Members that are eligible

to take the exam. Study programs can be held twice a year, approximately (2) months prior to the exam.

Responsibilities

1. Coordinate semi-annual NCIDQ study program with IIDA associate Members.
2. Maintain scheduled meetings 3-6 months in advance.
3. Generate list of no-shows and give to Finance for invoicing.
4. Generate list of non-Members who attended and give to Membership Chairman for follow up.
5. Maintain photo records of all events.
6. Collect all monies at beginning of each event. Give monies collected to Finance committee along with a financial summary of program.
7. Correspond with all speakers, vendors, etc. prior to program as well as after.
8. Assists Finance Committee in finding sponsors for every program to supplement existing budget (if necessary).
9. Refer to Programs Checklist for details of planning a meeting.
10. Submit summary of committee activities at monthly City Center meetings. This information will be used for the Chapter newsletter.
11. Prepare yearly program budget for inclusion in the City Center Budget.
12. Maintain all records for Programs and NCIDQ study materials.
13. Attain thorough knowledge of CEU approval processes, reporting forms and procedures.
14. Maintains copies of attendance records/sign-in sheets from CEU classes given.
15. Verify that all CEU courses given are approved by proper approval agencies for the applicable state. Those CEU's not approved can be advertised as a "Self Reporting Class subject to CEU credit approval". In this case, the committee will provide attendees with the bio and applicable education of the lecturer for their use in submitting for self approval.

Benefits

1. Opportunity for Leadership and professional growth.
2. Opportunity to network with other Members of the design profession.
3. Opportunity for recognition and service within the IIDA organization.
4. Gain personal knowledge of educational development process.
5. Personal recognition.

COMMUNICATIONS COMMITTEE CHAIR

Reports to: City Center Director and communicates with Chapter Vice President of Communications

General Job Description

Responsible for the development of publicity within the community for programs, activities and special events. Also responsible for communicating information for City Centers activities/events to the Chapter VP of Communications for distribution to the Members via the Chapter newsletter and/or website calendar.

Responsibilities

1. Arrange media and news coverage for programs and events (if applicable, in coordination with the Chapter).
2. Submit summary of committee activities at monthly City Center meetings. This information can be used for the Chapter Newsletter.
3. Maintain a file of all local media output of IIDA and its events.
4. Maintain all records for Public Relations and newsletters.
5. Maintain and update media listings on a regular basis.
6. Maintain and update press release forms and press releases specific to city center and state events.
7. Submit information on upcoming programs for inclusion in Chapter and National advertising

vehicles including *DesignMatters* at least three weeks in advance. Send to DM-News@iida.org.

Benefits

1. Opportunity for Leadership and professional growth.
2. Opportunity to network with other Members of the design profession.
3. Opportunity for recognition and service within the IIDA organization.
4. Personal recognition.

STUDENT AFFAIRS LIASON

Reports to: City Center Director and communicates with Vice President of Student Affairs

General Job Description

Responsible for development and implementation of programs to recruit new student members and campus centers. Supports local campus center events and student programs.

Responsibilities

1. Visits local campus centers and keeps in touch with campus center activities and needs.
2. Coordinates with Vice President of Student Affairs.
3. Keeps student members abreast of Chapter initiatives and IIDA happenings.
4. Communicates student events and issues with City center and Vice President of Student Affairs.

Benefits

1. Opportunity for Leadership and professional growth.
2. Opportunity to network with other Members of the design profession.
3. Opportunity for recognition and service within the IIDA organization.
4. Exposure to the next generation of Interior Design professionals.
5. Personal recognition.

FINANCE COMMITTEE CHAIR

Reports to: City Center Director and communicates with Chapter President-Elect

General Job Description

Responsible for reporting all city center event profit and loss statements to President-Elect.

Responsibilities

1. Receives monies collected at events and event financial summary and creates the event profit and loss statement.
2. Gives event profit and loss statements to the city center director to report to the board.
3. Keeps records of all event budgets and profit and loss statements.
4. Contacts potential sponsors for events where additional sponsor monies are needed.
5. Assists in securing sponsors for Chapter.

Benefits

1. Opportunity for Leadership and professional growth.
2. Opportunity to network with other Members of the design profession.
3. Opportunity for recognition and service within the IIDA organization.
4. Personal recognition.