

Model Chapter Policy and Procedures  
International Interior Design Association



**SECTION III - APPENDIX F; F.2**

**Chapter Logo**

**PRESIDENT - ELECT**

**Reports To:**

President and Executive Board of Directors

**Commitment:**

Three (3) year term (1 year as President-Elect, 1 year as President and 1 year as Past President)  
Voting Privileges

**Prerequisites:**

1. Preferred candidate will have previously served on the current Chapter Executive Board or on one of the three prior Boards.
2. Must have previously obtained or be actively working towards their NCIDQ. NCIDQ must be obtained prior to assuming role of Chapter President

**Job Description:**

The President-Elect shall serve as the custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Executive Board of Directors; shall cause to be performed a periodic independent audit of the Chapter's financial affairs; and in general shall perform all duties incident to the office of treasurer of the Chapter. The duties of the treasurer may be assigned, in whole or in part, to the Chapter Administrator/Executive Director. The President-Elect also shall manage the affairs of the Chapter with regard to resource development, oversee the activities of the Nominating Team and perform such other duties as from time to time may be assigned by the President or the Executive Board of Directors. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

**Direct Reports:**

Chapter Administrator/Executive Director

**Committees:**

Chapter Events (Oversee budgetary/finance processes)  
Nominating Committee (Oversee)  
Sponsorship (Serve on VP of Sponsorships committee to ensure sponsorships align with Chapter Financial goals)

**Responsibilities:**

1. Attends all Chapter Board meetings and as many Chapter programs and City Center meetings as possible.
2. Provides written reports to the Board of Directors when appropriate.
3. Represents the Chapter and the profession of Interior Design.
4. Shall carry out official duties as requested by the President and/or Board of Directors.
5. If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.