

Model Chapter Policy and Procedures
International Interior Design Association



Chapter Logo

SECTION III - APPENDIX F; F.9

VICE PRESIDENT OF GOVERNMENT AND REGULATORY AFFAIRS

Reports To:

President and Board

Prerequisites:

1. Must have served on the current Board, or as a City Center Director, or as a committee member at the City Center level.

Job Description:

The Vice President of Governmental and Regulatory Affairs shall be responsible for the legislative and regulatory issues and affairs of the Chapter, legislative and regulatory advocacy programs for the Chapter, professional practice issues and the Chapter bylaws and policy development. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Vice President of Governmental and Regulatory Affairs shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

Legislative Network (Chair)
Professional Development (Serve)

Responsibilities:

1. Responsible for maintaining and updating the Chapter Bylaws, Policies and Procedures.
2. Update members on deadlines relating to licensing issues.
3. Update Board of Legislative news and events throughout IIDA as an organization.
4. Locate our members who are crossover members and recruit them to serve as liaison with IDP, IDEC, IFMA, BIFMA and ASID and to provide communication on the activities of those groups.
5. Shall 'attend' monthly GRA calls as established by IIDA Headquarters VP of GRA.
6. Responsible for creating budget in May.
7. Update Calendar.
8. Information for Newsletter.
9. Duties shall include maintaining a close liaison with IIDA's Director of GRA.
10. Shall supervise any and all committees related to GRA issues and shall provide an annual financial analysis of the portion of the Chapter's budget relating to this jurisdiction.
11. Shall serve as or supervise a liaison to the State's coalition of which the Chapter represents.