

Model Chapter Policy and Procedures  
International Interior Design Association



Chapter Logo

**SECTION III - APPENDIX F: F.11**

**VICE PRESIDENT OF CHAPTER EVENTS**

**Reports To:**

President and Executive Board of Directors (VP's)

**Commitment:**

2 year term (Can be renewed at the discretion of the Executive Board of Directors for terms not to exceed 1 year)  
Voting Privileges

**Prerequisites:**

Must have served on the current Board, or as a City Center Director, or as an events committee chair/member.

**Job Description:**

The Vice President of Chapter Events shall be responsible for the development and oversight of Signature Event of Chapter. These duties shall include recommendations and supervision of appropriate committees to formulate programs and recommend policies relating to those issues. The Vice President of Chapter Events shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

***In instances where there is no VP of City Centers***, the VP of Chapter Events shall be responsible for the oversight and leadership of all City Center specific events and determining budget of all such events.

**Direct Reports:**

Cocktail Couture (Committee Chair)  
Illuminate Awards Gala (Committee Chair)  
Any Chapter wide events (Committee Chairs)

**Committees:** *Formed by VP of Chapter Events and shall serve on or oversee as needed or required. Committees to be formed on an as need basis at the determination of the VP of Chapter Events or the Executive Board of Directors.*

Cocktail Couture (oversee)  
Illuminate Awards Gala (oversee)  
Any Chapter wide events (oversee)

**Responsibilities:**

1. Develop and maintain annual calendar of events and coordinate efforts of publicity for chapter events with the VP of Communications.
2. Establish, recruit and manage chapter event committees.
3. Create and manage annual budget for chapter events with input from Executive Board of Directors.
4. Provide reports of profit and loss to Executive Board of Directors as related to chapter events budgets.
5. Oversee and guide all activities of events committees to ensure adherence to IIDA policies and procedures
6. Be on the forefront of developing new events to raise industry awareness and presence in the community.
7. Maintain and develop relationships with vendors and suppliers for chapter events
8. Ensure vendor documentation is complete and submitted in a timely manner for payment processing

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**SECTION III - APPENDIX F; F.12**

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**VICE PRESIDENT OF SPONSORSHIP & FUNDRAISING**

<b>Reports To:</b>	President and Executive Board of Directors (VP's)
<b>Commitment:</b>	2 year term (Can be renewed at the discretion of the Executive Board of Directors for terms not to exceed 1 year)
<b>Prerequisites:</b>	Must be an active member of IIDA North Florida Chapter or willing to obtain membership prior to July 1 of calendar year.
<b>Job Description:</b>	The <i>Vice President of Sponsorship</i> shall be responsible for creating and distributing sponsorship letters and applications. He/she will create and maintain a spreadsheet of sponsor company names, contact information and donation allocations. He/she shall distribute sponsorship acknowledgement letters to sponsors thanking them for their contribution and indicating their sponsor level. He/she shall provide accurate sponsorship listing to all event chairpersons at their request and ensure that all sponsors are included in the mailing list.
<b>Committees:</b>	<i>Formed by the VP of Sponsorship and shall serve on or oversee as needed or required. Committees to be formed on an as need basis at the determination of the VP of Sponsorship or the Executive Board of Directors.</i> Annual sponsorship (chair) Sponsorship Recognition Event (chair) Events (maintain contact or serve)
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Create annual sponsorship package and present to Executive Board of Directors for approval.</li><li>2. Work with VP of Communications for distribution of annual sponsorship package</li><li>3. Maintain database of annual sponsorship logos and master sponsorship list</li><li>4. Provide accurate sponsorship listing to all Event Chairpersons at their request.</li><li>5. Shall coordinate with Event Chairpersons on the solicitation and documentation of events hosts.</li><li>6. Shall serve as Chairperson for Sponsorship Recognition Event.</li></ol>

