

Model Chapter Policy and Procedures
International Interior Design Association



Chapter Logo

SECTION III - APPENDIX F; F.13

VICE PRESIDENT OF STUDENT AFFAIRS

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:

Job Description:

The Vice President of Student Affairs shall be responsible for the development and continuation of student campus centers. These duties shall include developing and overseeing student benefit programs such as mentoring, guest lectures, and workshops. They shall act as liaison between campus centers and the North Florida Chapter Board of Directors. The Vice President of Student Affairs shall be responsible for communicating student activities to the North Florida Chapter Board of Directors and membership-at-large.

Committees:

Campus Center Events (serve)

Direct Reports:

Campus Center Student Liason (one per campus, designated by VP of Student Affairs)

Responsibilities:

1. Must act as liaison between campus centers and the North Florida Chapter board.
2. Communicate all campus center activities to the Board.
3. Develop and oversee student benefit programs (mentoring, guest lectures, firm tours, workshops, etc...)
4. Development of all student campus centers, including continued research and establishment for campuses where the Chapter may not have a presence.
5. Shall insure there is student event(s) once/quarter.
6. Creation and oversight of budgets for Student related events.
7. Oversight and leadership/guidance of Campus Center Student Liasons