

Reports To: President and Board

Prerequisites:

- 1 Must be an Industry or Professional Member in good standing.
- 2 Must have served on the current Board, or previously on a Committee.

Job Description:

The Vice President of Membership shall be responsible for coordination and promotion of membership. The Vice President of Membership shall be responsible for member recruitment, retention and member benefits and services. The Vice President of Membership will coordinate programs focusing on membership recruitment and will oversee any committees whose function is to promote membership. The Vice President of Membership will act as liaison between the chapter and IIDA's Senior Director of Membership. The Vice President of Membership will maintain member contact information for the Chapter roster and will oversee the application process at the chapter level. They shall also perform such other duties that may be assigned to them from time to time by the President and the Board of Directors.

Committees: Membership (Chair)  
Member appreciation Christmas Party (Chair)  
Annual Meeting (Serve)

Responsibilities:

1. Obtain feedback from City Centers to review and assess member services to determine the appropriateness, viability and financial soundness.
2. Shall be responsible for promotion of the Chapter and the interior design industry.
3. Maintain current mailing roster.
4. Distribute Welcome packages to New Members.
5. Assist in planning of Annual meeting.

Director:

1. Associate Member Director
  - a. Must be a member in good standing.
  - b. Responsible for conducting NCIDQ Study Sessions.
2. Industry Member Director
  - a. Must be an Industry Member in good standing.
  - b. Responsible for representing the interests of Industry Members on the board.