

## VICE PRESIDENT OF GOVERNMENT AND REGULATORY AFFAIRS

Reports To: President and Board

Prerequisites:

1. Must be a Professional Member in good standing.
2. 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: Indiana Interior Design Coalition (Serve if possible)  
Professional Development Committee (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 on 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. Obtain valuable Information for Newsletter and submit to VP of Communications.
7. Duties shall include maintaining a close liaison with IIDA's Director of GRA.
8. 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.
9. Shall serve as or supervise a liaison to the State's coalition (IIDC) of which the Chapter represents.

Director:

1. Environmental Affairs Director
  - a. Must be a member in good standing.
  - b. Responsible for Interaction with local Green Committees and organizations such as USGBC. Participate in Greening the Heartland Conference and or Indiana Building Green Symposium.
  - c. Coordinate educational seminars for LEED AP's and any information associated with the Green Building Industry.
  - d. Coordinate events with Keep Indianapolis Beautiful and/or The Nature Conservancy.