



INDIANA  
chapter

## SECTION III - APPENDIX F; F.5

### VICE PRESIDENT OF CITY CENTERS

Reports To: President and Chapter Board of Directors

Prerequisites:

1. Having previously served on a City Center Committee is desirable.

Job Description:

1. Shall be a catalyst and shall be ultimately responsible for establishing and overseeing the City Center(s)
2. Shall supervise in the structure and operation of the City Center Committee.
3. Represents the Chapter with leadership, organization, operations and programs at the City Center level.
4. Direct each City Center to coordinate at least 1 event/year to foster leadership in the industry of Interior Design.
5. Shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

City Center (Chair)  
All City Center Event Committee (s) (Oversee)

Responsibilities:

1. Develop appropriate committees to further education and professionalism within their jurisdiction through programs, policies and member recruitment
2. Organize City Center meetings.
3. Assist the chapter-wide programs held within their City Center.
4. Recruit members to fill all committee positions
5. Provides Newsletter advertisements pertaining to meeting, agenda, committees and goals for their city center.
6. Attend as many City Center meetings as possible.
7. Prepare the yearly budget to submit to The Board of Directors
8. Attend at least 4 Board Meetings per year.