

## IDIBC CHAIR AND COMMITTEE ROLES

### A. EXTERNAL

#### 1. SHINE Awards (VP Events)

Annual award competition for IDIBC professional members held in conjunction with IDS West, and coordinated with IDC.

##### Co-Chairs:

- Two co-chairs if possible
- Intern or RID (Full, Educator)
- Manage the planning, monitor schedule, assign tasks
- Ensure constant communication between VP Events, Events Committee and Shine Awards Committee
- Co-ordinate with IDC
- Co-ordinate with VP Communications for all publications, invites, branding
- **Time commitment:** 2 hours/week average

##### Committee:

- Student, Intern, RID (Full, Educator or Industry)
- Get entry kits online
- Processes entries
- Arranges the panel of guest jurors and set up judging weekend
- Arranges presentations to the winners at SHINE Awards
- Coordinate with videographer for award presentation video
- Review venues for appropriateness for both Awards and Cocktail party
- **Time commitment:** 1 hour/week average

#### 2. Events (VP Events)

##### Chair:

- Intern or RID (Full, Educator)
- Work with VP Events on annual events:
  - Shine Awards – Sept. (Coordinated by Shine Awards committee - see Shine Awards Committee responsibilities)
  - IDS Vancouver booth - Sept.
  - Buildex booth – Feb.
  - IDIBC AGM – May
  - IDIBC Volunteer Appreciation event (new)
- Time commitment: 1.5 hour week average

##### Committee:

- Student, Intern or RID (Full, Educator or Industry)
- Work with Chair to organize events, find venues, order food, etc.
- Liaise with VP Communications regarding brochures, content etc.
- Buildex:
  - Coordinate Trade Show booth with Informa
  - Coordinate booth set up and take down with IDIBC office
  - Work with Volunteer coordinator to find volunteers for set up, take down and run the booth.
- Time commitment: 1 hour/week average

### 3. Public Outreach (VP Education)

#### Chair -

- Intern, RID (Full, Educator)
- Manage the committee
- Liaise with IDIBC to arrange speakers to promote interior design and IDIBC
- Update, revise Powerpoint presentations (different messages for different audiences)
- Prepare media package/webinar (video, PPT, etc) for speakers to use
- Liaise with Events Committee for booth events
- **Time commitment:** 1 hour/week average

#### Committee -

- Intern, RID (Full, Educator)
- Visit schools, postsecondary institutions, and attend events to promote interior design profession and IDIBC
- **Time commitment:** 1 hour/week average

### 4. Emerging Professionals (VP Education)

#### Chair:

- Intern or RID (Full, Educator)
- Liaise between student members and the association's Professional members and the IDIBC Board.
- Organizes various events throughout the year with a focus on communicating relevant and timely information about the interior design profession to students enrolled in interior design programs in BC.
  - Portfolio Review
  - Social Network
  - Student Charrette at IDS Vancouver
- **Time commitment:**
  - 2 meetings per event – 6 hours
  - 1 hour/week average

#### Committee:

- Students, Interns, RIDs
- Time commitment:
  - 2 meetings per event – 6 hours
  - 0.5 hour/week average

### 5. Communications inc. Website + social media (VP Communications)

#### Chair -

- RID (Full, Educator)
- Oversee social media and website
- Responsible for increasing membership awareness of IDIBC events
- **Time commitment:** 1 hour/week average

#### Social media –

- Intern, RID (Full, Educator)
- Post news, events on Facebook, LinkedIn
- **Time commitment:** 0.5 hour/week average

#### Website liaison -

- Intern, RID (Full, Educator)
- There will be a new website in the next year or so. It will be a big job. All the existing content will need to be reviewed and revised. Coordinate with website designer and Board
- For now, current website needs ongoing small updates. Coordinate with website designer and Board.
- **Time commitment:** 1 hour/week average

### 6. Continuing Education (President Elect)

**Chair:**

- RID (Full or Educator)
- Liaise with IDC and IDCEC
- Plan CEU events, find speakers:
  - AGM speaker - May
  - CEU Catch up Day – autumn
- Help Elaine by responding to email questions from members, industry
- Monthly conference call with IDC
- Participate in CEU Audit committee (at end of 3 year cycle). Duration: 4 months @1 hour/week
- **Time commitment:** 1 hour/week average (NIC audit)

**7. Membership Database (VP Membership)**

**Chair:**

- Intern or RID (Full, Educator)
- Database implementation
- **Time commitment:** 1 hour/week average

**Committee:**

- Interns or RID (Full, Educator)
- **Time commitment:** 1 hour/week average

**8. NCIDQ (VP Membership)**

**Chair:**

- Intern or RID (Full, Educator)
- **Time commitment:** 1 hour/week average

**9. Nominations and volunteers (President Elect)**

**Nominations Chair:**

- RID (Full, Educator), Former board member, past president
- Seek out suitable candidates for key volunteer roles such as board members and committee chairs
- promote volunteer opportunities.
- **Time commitment:** 1 hour/week average

**Volunteer chair:**

- Interns or RID (Full, Educator)
- Coordinate with Emerging Professionals, Events and Shine Committees to find volunteers for events
- promote volunteer opportunities.
- **Time commitment:** 0.5 hours/week average