

IDIBC BOARD ROLES

What is the commitment? The IDIBC Board typically meets 10 times annually, face-to-face, on a weekday. In addition to your Board commitment, you may have additional committee work or you may be asked to review materials and provide feedback from time to time.

President –

Criteria:

- RID
- Full or Educator member of IDIBC
- Served on IDIBC board as 1st VP

General duties:

- Attend and manage IDIBC Board meetings. Prior to the board meeting, review minutes and agenda before they are distributed. Ensure that everyone has completed what they said they would do by next meeting, so review this prior to meeting as well. Sticking to the time and not running over is part of your responsibility. The meetings should be a recap/report of each VP's portfolio actions during past month... but often a fair bit of discussion will carry on, so it is up to the president to move things along.
- Attend IDC board meetings and AGM
- Attend Strategic planning sessions
- Attend and manage IDIBC AGM. Co-ordinate venue, catering and AV requirements, prepare RSVP with VP Communications.
- Prepare AGM report
- Monitor budget
- Attend and make speeches – Shine Awards, other events
- Recruitment

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- IDC board meetings/year:
- Other: 1 hour/week average

President Elect –

Criteria:

- RID
- Full or Educator member of IDIBC
- Be currently serving on the Board or have served on the Board within the last five years
- Have attended 80% of Board meetings during their term and participated on IDIBC committees
- Have practiced interior design for a minimum of 10 years
- Understand the leadership requirements and qualities of a Board member
- Support the goals for the future of profession and IDIBC
- Be well respected in their provincial association
- Be comfortable speaking in public at public, social and networking type events

General duties:

- Assist the President as required and carry out the duties of the President in the President's absence
- Assume the duties of the President upon completion of the President's term of office
- Monitor and be responsible for the finances of the Society including:
 - Receiving and disbursing funds of the Society and keeping a true and accurate record of accounts;
 - Depositing all money in the name of the Society in such banks as may be designated from time to time by the Directors;
 - Closing the books of the Society as of June 30th of each year;
- Preparing an annual financial report and delivering it to all members of the Society at or prior to the AGM, and making it available to members at the Society's offices subsequent to the AGM

- Be one of three authorized signatories for the Society to endorse cheques, notes and evidences of indebtedness which require any two signatures of the President, President Elect or the Administrator
- With the President, execute all contracts on behalf of the Society
- Prepare budgets for the coming year.
- Work toward the continual improvement of the Society and its operations.

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- Other: 1 hour/week average

VP Communications –

Criteria:

- RID
- Full or Educator member of IDIBC
- have practiced interior design for a minimum of five years

General Duties:

- Attend IDIBC Board meetings.
- Attend committee meetings, as required.
- Organize event calendar for the year.
- Oversee changes to website content.
- Marketing, event promotion, public relations for IDIBC. Work with IDC.
- Monitor all public awareness, internally and externally: Eblast, Graphics, Website, social media updates.
- Work with Board Members and Committees to facilitate communication of regulatory issues
- Develop goals and objectives for committees and future of IDIBC Communications
- Provide guidance and assistance to board members and administrative staff
- Budget annually
- Media liaison
- Attend Shine award committee phone calls, aid in marketing of awards
- Responsibilities as a member of the Board of Directors of IDIBC to attend functions and events relating to IDIBC and general promotion of IDIBC.

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- Other:
 - Newsletter (Top 10): 40 hours/year
 - Facebook/LinkedIn postings/eblasts on news and up-coming events: 25 hours/year
 - Event Calendar: 4 hours/year
 - Shine Awards Committee: 50 hours/year
 - Website: 10 hours/year

VP Education -

Criteria:

- RID
- Full or Educator Member of IDIBC
- have been engaged for a minimum of three immediately preceding years as a full instructor or administrator of interior design at a post secondary institution that is recognized by an Association Member
- have practiced and/or taught interior design for a minimum of 10 years
- understand the leadership requirements and qualities of a Board member
- support the goals for the future of profession and IDIBC

General duties:

- 1. Coordinate and support events with the Emerging Professional Committee Co-chairs (see Events below)**
 - Create and maintain budget for events with committee co-chair
 - Discuss appropriate location for events
 - Establish if liquor will be served and if caterers and or food will be required for events
 - Ensure all licences and insurance for events are purchased and up-to-date
 - Review all invoices
 - Help out where necessary
- 2. Correspondence with post-secondary Interior Design educators around BC**
 - Provide updates about IDIBC and relevant education requirements
 - Notify educators about Emerging Professional events
 - Contact for educators regarding IDIBC
 - Arrange an annual Educators Forum
 - Find a school to host this event (or other location)
 - Create an agenda
 - Create meeting notes and distribute to educators attending the meeting
 - Budget amount for food, rental of room, etc.
 - Recently the Forum has been held one evening during Buildex in February (Forum is approximately 3 hours in length)
- 3. Coordinate with Education Committee (not yet formed)**
 - Provide IDIBC members for speaking engagements at schools as requested (RID or Intern members)
 - Maintain an up-to-date PowerPoint presentation about the IDIBC and educational requirements for student, intern and professional members
- 4. Student Membership**
 - Coordinate with Elaine Friesen to send reminders to all schools about student membership

Emerging Professional Committee Events: (Note: IDC must be notified of events so they can post the event on the website and collect funds if necessary. This should be done 2 to 3 months in advance of the event.)

- 1. Portfolio Review – First week in March**
 - Portfolios reviewed by RID members
 - Panel Discussion
 - Presentations by recent graduates (Interns)
 - Open to students and interns
 - Usually located at an industry showroom, recent locations have included Global, LightForm and Heritage Office Furniture
- 2. Tabletop Event – April**
 - Seminar for students and interns, this is typically coordinated with the CEU chair
- 3. Social Event – June**
 - Open to students, interns and RID members
 - Social and networking for students and interns
- 4. Student Charrette – September (Friday of IDS Vancouver)**
 - All day event for students only
 - Winners attend the Shine Award Gala

Administration:

- Attend AGM, strategy meetings and monthly Board meetings
- Write report for AGM
- Provide guidance and assistance to Board members and administrative staff regarding education
- Review budget for Emerging Professional events and education activities with other Board members

Other:

- Email correspondence with Elaine, Board Members, and Interior Design Schools (2-3 hours per month)
- Attending Emerging Professional Events

Time commitment:

- 10 IDIBC board meetings/year: 30 hours/year
- Administration and email: 1 hour/week
- 4 Emerging Professional events: 3 to 4 hours each

VP Legal –**Criteria:**

- RID
- Full or Educator member of IDIBC
- have practiced interior design for a minimum of five years

General duties:

- Attend IDIBC Board meetings.
- Attend committee meetings, as required.
- Attend CEU Audit committee meetings
- To arrange and chair meetings of the Legal Committee relating to the Legal Task Force
- VP Legal also holds the position of **Privacy Officer** for IDIBC. This involves reviewing of documents/forms to ensure that current requirements are met. Preparation of material for communication with members and the public (e-blasts, website, newsletter).
- Respond to issues and enquiries that come to IDIBC relating to legal matters or matters of privacy of information.
- Respond to requests from out of province regarding information about making building permit applications (issuance of schedules)
- Respond to requests by members for expert witness for law suit
- Correspond with members of the public re non-member representing themselves as a member (subpoena of documentation on former member)
- Correspond with lawyer regarding IDIBC's legal responsibility
- Correspond with non-members (or former members) who are representing themselves as RID
- Investigate and follow-up of potential violations of the use of RID.
- Responsibilities as a member of the Board of Directors of IDIBC to attend functions and events relating to IDIBC and general promotion of IDIBC.

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- Other: 1 hour/week average

VP Membership –**Criteria:**

- RID
- Full or Educator member of IDIBC

General duties:

- Attend board meeting and report on current issues with Membership.
- Prepare articles for e-blasts and newsletters.
- Prepare updates on Membership issues for board members as required.
- Keep forms up to date – all updates to be reviewed by the Policies and Procedures Committee.
- Respond to enquiries and return reviewed applications in a timely manner.
- Be a member of the Policies and Procedures committee.

Membership Applications:

- Main responsibilities include the review and approval of membership applications and reinstatements.
- Respond to inquiries regarding membership applications (i.e. denial of applications/ clarification of requirements).
- Monitor unpaid dues and take action when required (i.e. termination letters)
- Review and approve applications for inactive membership according to the policies and procedures document.

Insurance Requirements:

- Review and approve applications to waive insurance according to the policies and procedures document.
- Monitor and take action when necessary for the adherence to IDIBC/s/IDC/s insurance requirements for members.
- Advise/Communicate to the membership the importance of insurance.
- Advise and guide on issues that arise with the insurance provider. Coordinate with the insurance provider specific local requirements for their yearly renewal of fees (i.e. review insurance renewal forms to minimize duplication of work by the membership and Board)

Forms and documents:

- Annually review application forms, waivers and inactive forms and update as required – updates to be reviewed and approved by the Policies and Procedures Committee.
- Annually review website with regard to membership and provide updates as required.
- As a member of the Policies and Procedures committee, review and update the Policies and Procedures document on a regular basis to ensure it is up to date. The current Polices and Procedures document should be posted to the website for members.

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- Other: 1 hour/week average

Director at Large –**Criteria:**

- RID
- Full or Educator member of IDIBC

General duties:

- Attend board meeting and report on current issues with Events
- Prepare articles for e-blasts and newsletters.
- Liaise with IDIBC Vancouver chapter, IDC, and others as required
- **Coordinate and support events with the Event/Tradeshow and Shine Awards Committees:**
Annual events in the VP Events scope:
 - Shine Awards – Sept. (see Shine Awards Committee responsibilities)
 - IDS Vancouver booth - Sept.
 - Buildex booth – Feb. (see Event/Tradeshow Committee responsibilities)
 - IDIBC AGM - May
 - IDIBC Volunteer Appreciation event (new)

Time commitment:

- 10 IDIBC board meetings/year: 30 hours
- Administration and email: 1 hour/week
- Events: 6 hours each