

COMMITTEE ACTIVITIES AND RESPONSIBILITIES

ARCHIVES: Scan archived meeting minutes to computer disk. Determine file folders and processes for saving documents. Coordinate with administrator for posting on ASID website.

ETHICS and APPELLATIONS: Receive allegations of violations, notify member in writing of complaint and forward all information to headquarters.

BYLAWS and POLICIES: Review and rewrite bylaws and policies to comply with headquarters.

NOMINATING COMMITTEE: Develop a slate of viable officer candidates, contact potential candidates. Members of nominating committee cannot serve as a chapter board member for three years.

FAST FACTS: Coordinate the monthly publication of Fast Facts with administrator. Decide on article calendar in October; send out reminder emails for articles.

REGULATORY CHAIR: Collect and distribute regulatory information concerning design practice. Be in contact with IDCN lobbyist, building officials, internal revenue officials, E & A Board to pass along design regulations to members. Submit monthly updates to the Fast Facts.

WEBSITE DEVELOPMENT: Research the re-design of the NE/IA website. Work with company and website manager. Market the website.

MEMBERSHIP DIRECTORY: Contact committee chairs for updated information, coordinate updates of the members, secure advertisements, print and distribute.

FUNDRAISING: Research and develop fundraising opportunities for our chapter.

EXPLORER PROGRAM: Coordinate nine classes or events to educate Boy Scout Explorers on all aspects of the interior design profession: commercial, residential, representative and educational.

ANNUAL SPONSORSHIPS: Refine the tiered system of annual chapter sponsorships for IP Members.

MONTHLY CEU OPPORTUNITIES: Research and inform members of additional CEU opportunities sponsored by other organizations. Distribute information through Fast Facts, website and email notification.

TRAINING PROGRAMS: Plan and provide committee chair training, organize handout material and chair update meetings.

EDUCATION LIAISON: Develop and maintain contact with Student Chapters at one of the Colleges or Universities affiliated with the NE/IA ASID Chapter.

STUDENT AFFAIRS: Work with the student chapter liaisons and chapters to schedule events.

STEP WORKSHOP: Arrange time, date, location and instructor for the STEP workshop. Promote through Fast Facts.

NCIDQ SCHOLARSHIP: Promote scholarship availability, receive applications and award scholarship.

3RD YEAR SCHOLARSHIP: Coordinate application process, setup evaluation of applicants and present scholarship award.

CAREER DAY: Coordinate and plan career day with IIDA, faculty students and ASID members.

MEDALIST AWARD: Determine potential eligible member candidates, present to the board, secure board nomination. Work with candidate to compile necessary materials and submit to Headquarters.

IP MERIT AWARD: Determine potential eligible member candidates, present to the board, secure board nomination. Work with candidate to compile necessary materials and submit to Headquarters.

TEAM MEETINGS: Coordinate a minimum of four team meetings per year. Market appropriately to all members including email blasts, website and fast facts.

AWARDS BANQUET: Determine date, location and costs associated with having the events. Pursue sponsorship, create and distribute invitations and market to all members.

PROJECT AWARDS: Prepare entry information, secure judging chapter. Market Project Awards through email and website to all members. Announce members at the Project Awards banquet and prepare press releases in local and regional publications. Secure sponsorships and donations for the event.

COMMUNITY SERVICE PROJECT: Continue to implement the agency's specific needs, emphasizing life, health and safety issues.

IP WINE TASTING EVENT: Host wine tasting event and auction. Determine location and secure donation items for the auction.

CONFERENCE: Work as part of a large member group to arrange the bi-annual conference. Secure a location, coordinate CEU's with CEU Chair, coordinate Expo with Expo Chairs, plan menus, design and distribute invitations to all members. Work with IIDA to plan a joint event. Secure sponsorships and arrange for hotels for guests and plan décor.

EXPO: Prepare packets for ASID IP members and IIDA industry members. Secure booths, plan booth layout, determine signage and coordinate all aspects of the EXPO with IIDA for a joint event.

CEU's at CONFERENCE: Research and determine CEU's topics and speakers for the event. Make sure CEU's quality for units for Iowa. Coordinate travel and hotel for speakers. Check with IP members for possible approved presentations. Coordinate with IIDA.

IOWA LEGISLATION: Monitor and maintain Iowa legislation.

NEBRASKA LEGISLATION: Work with our lobbyist and legislators.

GOLF OUTING: Plan and coordinate event; determine date, location and price. Secure hole sponsor, beverage cart sponsor and 19th hole sponsor. Market Golf Outing to all members via invitation, website and email.