

## VICE PRESIDENT OF CITY CENTERS

Reports To: President and Chapter Board of Directors

Prerequisites:

- 1 Having previously served as a City Center Director desirable.
- 2 Must be a member of good standing.

Job Description:

Shall be a catalyst and shall be ultimately responsible for establishing and overseeing the City Center(s). Shall supervise in the structure and operation of all City Center Committees. Represents the Chapter with leadership, organization, operations and programs within the City Center. Direct each City Center to coordinate at least 1 event/year to foster leadership in the industry of Interior Design. 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 Event Committee (Oversee)  
Strategic Planning Meeting (Serve)  
Annual Board Meeting (Serve)

Responsibilities:

1. Recommend and supervise appropriate committees to form programs and recommend policies relating to those issues.
2. Review the annual budget requests for assigned City Center Directors.
3. Serves as spokesperson/liaison for all City Centers.
4. Coordinate schedules with other Chapter functions including but not limited to: each campus center. Shall also coordinate with ASID in their area.

## CITY CENTERS DIRECTORS DENVER

Reports To: VP of City Centers, President and Board

Prerequisites:

1. Must be a member in good standing.
2. Must reside or work in the City Center jurisdiction where he/she resides.

Job Description:

3. Serve as a representative for the City Center members within their local area.
4. Represents the Chapter at the City Center level.
5. Develop programs to further the education and professionalism of the City Center members within their jurisdiction.

Committees: City Center (Serve)  
Strategic Planning Meeting (Serve)  
Annual Board Retreat (Serve)

Responsibilities:

1. Communicates with the Chapter VP of City Centers.
2. Develop appropriate committees to further education and professionalism within their jurisdiction through programs, policies and member recruitment.
  - a) Organize City Center meetings.
  - b) Assist the Chapter wide programs held within their City Center.
  - c) Recruit members to fill all committee positions.
3. Provides Newsletter articles pertaining to meeting, agenda, committees and goals for their City Center.
  - a) Attend as many City Center meetings as possible.
4. Prepare the yearly budget to submit to the Vice President of City Centers for review with The Board of Directors
5. Provide budget reports for all events to President-Elect

## CITY CENTERS DIRECTORS NoCo (Northern Colorado)

Reports To: VP of City Centers, President and Board

Prerequisites:

1. Must be a member in good standing.
2. Must reside or work in the City Center jurisdiction where he/she resides.

Job Description:

Serve as a representative for the City Center members within their local area.  
Represents the Chapter at the City Center level.  
Develop programs to further the education and professionalism of the City Center members within their jurisdiction.

Committees: City Center (Serve)  
Strategic Planning Meeting (Serve)  
Annual Board Retreat (Serve)

Responsibilities:

1. Communicates with the Chapter VP of City Centers.
2. Develop appropriate committees to further education and professionalism within their jurisdiction through programs, policies and member recruitment.
3. Organize City Center meetings.
4. Assist the Chapter wide programs held within their City Center.
5. Recruit members to fill all committee positions.
6. Provides Newsletter articles pertaining to meeting, agenda, committees and goals for their City Center.
7. Attend as many City Center meetings as possible.
8. Prepare the yearly budget to submit to the Vice President of City Centers for review with The Board of Directors
9. Provide budget reports for all events to President-Elect