

Secretary:

1. Takes minutes of Executive Council meetings. Makes these minutes available to members in good standing. Uploads minutes to drop-box and notifies webmaster for posting on the website.
2. Maintains a list of motions made and adopted, separate from and in addition to the minutes.
3. Maintains a record of all official correspondence by all chapter officers.
4. Provides all submittals and records for National regarding annual elections of officers.

SRDBE Event Chair:

1. Oversee the SRDBE.
2. Responsible for the contracts needed to facilitate the Event.
3. Assign chair positions for the following event committees: Marketing, Communications, Sponsorship, Auction, Entertainment, Caterer, Decorations, Treasurer, Logistics/Set-up and Clean-up.
4. Keep a timeline of duties and responsibilities of all positions to make sure that all committee chairpersons are accomplishing their tasks in a timely manner.
5. Keep track of the expenses so that we stay within the set budget for the event.
6. Be responsible (set the agenda) for monthly and/or weekly meetings, as needed, to proceed in a timely manner for the success of the Event. Send out a note to BOD prior to meeting for any information that needs to be included in the Expo
7. Responsible for oversight of event program.
8. Communicate with the Members of the Executive Council & Committee Chairs regarding communication items that need to be posted to the Website, Social Media or the e-Newsletter.
9. Keep updated working copy of excel spreadsheet to track progress of Sponsorship commitments, Vendor commitments and Room Schematic requirements.
10. Follow up from Executive Council meetings to meet commitments as they change and disseminate those changes to each Committee Chair.

Chair of Professional Development:

1. Works with VP of Programs to obtain CEU credit for speaker's presentations at Chapter meetings.
2. Co-ordinates with national regarding educational programs offered locally and through NKBA U.
3. Promotes CEUs and education/certification at Chapter Meetings.
4. Chairs the Design Contest committee.
5. Leads Study Group for certification.

Chair of Academic Relations:

1. Visits schools with Interior Design programs to answer questions by students and faculty regarding NKBA, accreditation, competitions and certification.
2. Sets-up 'Meet and Greet' events at local schools for emerging professionals.
3. Invites Students to participate in Chapter meetings and on Committees
4. Reinstate a Student Chapter of NKBA at local schools.
5. Help develop a Student Design Competition.

Chair of Government Relations:

1. Acts as liaison to other coalitions and organizations.
2. Acts as delegate to CLCID and represents the interests of the chapter and NKBA.
3. Travel expenses shall be submitted as a budget item annually.