POLICIES & PROCEDURES

Advisory Committee

Description:
Committee shall be formed to advance the Chapter's strategic Mission or specific goal(s) as directed by the Board of Directors. To better retain and activate the wealth of talent, experience, strengths and resources that exists amongst the Chapter's experienced professionals. This Committee is sought to progress the Chapter in new ways yet explored, through perspectives yet tapped, time not usually afforded, and to create an advisory group for the Chapter to lean on when called upon.

Prerequisites:
1. IIDA Membership in good standing (paid).
2. NCIDQ or ARE certificate holder
3. Professional IIDA (including Educators who are Professional IIDA) or College of Fellows FIIDA Members.
4. 10+ years’ worth of full-time experience in the architectural and design industry or applicable related fields (examples: 10 years’ work at 40+ hours a week -or- 20 years’ work at 20 hours a week = 10 years).

Term / Time Commitment & Limits:
• Term - 9 (nine) Months, September 1 – May 30
• Time Commitment - 4 meetings minimum, others added as needed
• Limits - 6 years

Participants:
A minimum of one member of the Board of Directors shall sit on each committee as assigned by the Board and/or President.

1. Immediate Past President (Chair)
2. Committee Size - Minimum 5 / Maximum 12
   a. Minimum 1 participant per City Center if applicable.
   b. Priority (in no particular order) given to those of Chapter Past Presidents, members with additional examination certificates (CHID, LEED, WELL, etc.) and/or business owners related to the interior design industry.

Reports To:
• Chapter President
• Chapter Board of Directors

Duties:

General
1. Available as a resource as needed by the Chapter Board of Directors
2. Create budget recommendations to the Board as required.
3. Provides recommendations to the Board for types of programs or speakers in alignments with the Chapter Mission and Objectives.
4. Reviews the Design Discovery Fund (DDF) applications and makes recommendations to the Board for award recipients.

Leadership
1. Shall be responsible for promotion of the Chapter and the Commercial Interior Design Industry.
POLICIES & PROCEDURES

2. Shall be responsible, as defined by position, for contributing and participating for the Chapter to achieve its strategic objectives.
3. Encouraged to attend local City Center events.

Meetings
1. Shall submit to President any items needing the Board of Directors review or approval no later than 10 days ahead of any monthly Board of Directors conference calls and 3 weeks ahead of any Board Retreat. (Chair)
2. Immediate Past President distributes communication and meeting minutes to the Board.

Documents
1. Policies & Procedures: Shall be responsible for reviewing and understanding the Chapter’s P&P sections Part 1, 2, this Committee section, and Related Appendixes.
2. Newsletter & Campaigns: Shall provide relevant content to the VP(s) of Communication for publication.

Schedule Outline:

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DUTY</th>
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<tbody>
<tr>
<td>August</td>
<td>• Call for Applicants</td>
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<td>• Review applicants w/ President and establish Committee</td>
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<td>September</td>
<td>• Leadership Committee appointments announced w/ VP(s) of Communications</td>
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<td>• Meeting #1: Conference Call w/ Intro &amp; DDF Agenda</td>
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<tr>
<td>October</td>
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<tr>
<td>November</td>
<td>• Meeting #2: In Person around Signature Event date or Conference Call</td>
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<td>December</td>
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<td>January</td>
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<tr>
<td>February</td>
<td>• Meeting #3: Conference Call</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
<td>• Meeting #4: Conference Call</td>
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<td>• Review Committee’s description in Chapter’s Policies &amp; Procedures, turning in to the Executive Committee any requests for changes, additions or deletions ahead of June’s Board of Directors meeting, in preparation of Board turnover July 1st.</td>
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<tr>
<td>OTHER</td>
<td>• Meetings as needed by the Chapter Board of Directors or deemed necessary by the Committee</td>
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