

Please return completed form to:
 NE/IA Chapter of ASID, PO Box 85362, Lincoln, NE 68501
 or email to admin@asid-neia.org

Chapter Leadership Opportunity

* We rely on the volunteerism from our membership to maintain our chapter programs. Listing your name in the following boxes is only expressing interest in a committee; this does not commit you to chairing a program or serving on its committee.

1. If you are you interested in serving in as a committee chair or on a committee, please list your name in the appropriate slot below.

A. Archives: Determine file folders and processes for saving documents. Coordinate with administrator for posting on ASID website.

Chairman	Committee Member

B. Nominating: Develop a slate of viable officer candidates, contact potential candidates. Members cannot serve on the chapter board for 3 years.

Chairman	Committee Member
<i>Past President</i>	

C. Chapter Newsletter (Fast Facts): Coordinate the monthly publication with administrator and Communications Director. Decide on article calendar in October and send out reminder emails for articles to other committee chairmen.

Chairman	Committee Member

D. Regulatory Information: Collect and distribute regulatory information concerning design practice. Information is collected from building officials, internal revenue officials, the E & A Board and legislative representatives. Submit monthly updates to Fast Facts and Facebook.

Chairman	Committee Member

E. Website: The website re-design began in 2009 and will continue into the 2010-2011 years. Work with web developer and administrator in promoting the site. Increase visibility on search engines.

Chairman	Committee Member

F. Membership Directory: Contact committee chairs for updated information, coordinate updates of members, secure advertisers; print and distribute directory. Some computer program skills (Photoshop) are useful.

Chairman	Committee Member

G. Explorers Program: Coordinate a 9-week schedule of design and IP studios & showrooms for approximately 20 high school students.

Chairman	Committee Member

H. Chapter Sponsorships: Promote and secure IPs for the tiered system of annual chapter sponsorship.

Chairman	Committee Member

I. Team Meetings: Coordinate IP showroom tours/speakers for monthly/bi-monthly team meetings. Chairmen are needed to represent (1) Iowa- East of Des Moines, (2) Des Moines, (3) Nebraska

Chairman	Committee Member

J. Training Program: Plan and provide training for incoming committee chairs and leadership training.

Chairman	Committee Member

K. Education Liaison: Develop and maintain contact with Student Chapters at on of the colleges or universities affiliated with the NE/IA ASID Chapters.

ISU	
Kirkwood	
Metro C.C.	
Scott C.C.	
UNK	
UNL	
UNO	
Wayne State	

L. Student Affairs: Oversee Education Liaisons and coordinate student chapter strategic planning.

Chair	Committee

M. STEP: Coordinate and promote STEP workshop (date, location, instructor).

Chair	Committee

N. NCIDQ Scholarship: Promote scholarship availability, receive applications and award scholarship.

Chair	Committee

O. 3rd Year Scholarship: Coordinate application process, setup evaluation of applicants and present award.

Chair	Committee

P. Career Day: Coordinate and plan career day with IIDA, faculty, students and ASID members.

Chair	Committee

Q. Medalist Award Chair: Determine potential member candidates and present to chapter. Work with candidate to compile necessary materials and submit to Headquarters by deadline.

Chair	Committee

R. IP Merit Award: Determine potential member candidates and present to chapter. Work with candidate to compile necessary materials and submit to Headquarters by deadline.

Chair	Committee

S. Awards Banquet: Determine date, location and costs associated with event. Pursue sponsorship, create and distribute invitations and market to all members.

Chair	Committee

T. Project Awards: Prepare entry information, secure judging chapter. Market through email and website to all members. Announce members at the awards banquet and prepare press releases in local and regional publications. Organize committee of judges if another chapter asks the NE/IA Chapter to judge their awards.

Chair	Committee

U. Community Service Project: Continue to assist the Friendship Program with their specific needs, emphasizing life/health/safety issues.

Chair	Committee

V. IP Wine Tasting Event: Host wine tasting event and auction. Determine location and secure donations for event.

Chair	Committee

W. Conference: Secure location, coordinate CEUs, expo; plan menus, design and distribute invitations to all members. Secure sponsorships.

Chair	Committee

X. CEUs: Research and determine CEU topics and speakers for the event. Verify CEU quality units for Iowa registration. Coordinate travel and hotel for speakers. Check with IP members for possible approved presentations.

Chair	Committee

Y. Iowa, Nebraska Legislation: Monitor and maintain Iowa legislation. Advocate for legal definition of interior design in Nebraska.

IOWA Chair	IOWA Committee
NEBRASKA Chair	NEBRASKA Committee

Z. Golf Outing: Plan and coordinate event; determine date, location and price. Secure hole, beverage cart and 19th hole sponsors. Market to all members via invitation, website and Fast Facts. Promote the night event to non-golfers to increase attendance.

Chair	Committee

2. Would you like to get involved with ASID in a board position?

A. President, please give us your name _____

B. Director-At-Large (Legislation, Project Awards, Awards Banquet), please give us your name _____

C. Communication Director (Fast Facts, Archives, Membership Directory, Website, IP & Medalist Awards, Community Service, Chapter Sponsorship) , please give us your name _____

D. Professional Development Director (Conference/Expo, Student Affairs), please give us your name _____

E. Membership Director (Member Appreciation, IP Wine Tasting, Golf Outing, Team Meetings), please give us your name _____

F. Financial Director (\$), please give us your name _____