

## **Job Description – President**

### **General Information**

- NWSID Board meets on the 1<sup>st</sup> Wednesday of every month promptly at 8:30 am, our current location: FloForm Countertops, 9220 SW Nimbus Avenue, Building C, Beaverton, OR 97008
- Prior to beginning your term in office meet with the current President to ensure a complete passdown of information is exchanged. Walk through the Presidents notebook/binder, review all new board members to associate their name with their board position and review financials

### **Monthly Duties – Board Meetings**

- One week prior to each board meeting prepare the board meeting agenda with updated Treasurers information and send via email to all the board members and remind them to post their board reports
- Conduct the board meeting using Roberts Rules guidelines
- Once all board members have arrived declare that the meeting is in session
- Ask Membership to circulate any new applications for review
- Ask if there are any changes to last month's meeting minutes and communicate changes to Secretary. Call for verbal motion to approve meeting minutes as is or with changes by saying "All in Favor say I", "All Opposed"... Meeting Minutes are Approved
- Manage motions presented during the board meeting. Once a motion has been presented:
  - Ask if there is any further discussion
  - Ask the person making the motion to read the motion out loud
  - Ask the board if there is any discussion
  - Ask if there is a second to the motion
  - Process: "All in Favor say I", "Any Opposed?" the motion is passed.
  - Majority rules on all motions, if the majority is opposed the motion is not passed and kept with the Secretary meeting minutes.
  - Motions can also be tabled for future discussion.
- Review Financials monthly with Treasurer for accountability and accuracy, look for any odd postings and maintain close communication with Treasurer
- Review and Sign all checks (both Treasurer and President must sign all checks)
- Guide and assist board members with various tasks and responsibilities

## **July**

- At the July General member meeting, the President will introduce each new board member
- The President and President Elect will meet with the Treasurer to establish a proposed budget for the fiscal year. Once the proposed budget has been set, it will be presented to the board for review at the August Board meeting

## **February**

- Assist the Secretary in appointing a nominating committee to secure board member nominations for the coming year
- Ask if there are any existing board members that would like to stay on the board in their current position or interested in a different position
- The nominating committee consists of 5 active members and the lead being the board Secretary. The President cannot be on the nominating committee

## **March**

- Attend the NWSID Executive Board Meeting. Each chapter alternates the ownership of the Agenda; even number years Southern chapter owns the agenda, odd number years Puget Sound Chapter owns the agenda.
- It is the responsibility of the owning chapter to schedule the meeting date and time
- The Executive Board must meet at least once per year and can be via face to face or conference call/video conference call

## **April**

- Present board nominations at the General member meeting. Ask if there are any additional nominations from the floor
- Secure a location for the June Board Transition Meeting, attendance is approx. 20 people as it include current and future board members
- The board transition meeting will be on the first Wednesday of June if possible and replaces our regular monthly board meeting
- Send board nominees welcome and process letter explaining voting procedure and advising them of the upcoming Board Transition Meeting

## **President continued...**

### **May**

- Ask/Verify with FloForm Countertops continuation of use of their showroom for our monthly board meetings for the upcoming year and communicate to them that we will not be holding a board meeting at their location in June
- Oversee voting for new Board Nominations
- Begin Planning for the June Transition Board Meeting
  - Ensure each Board member has reviewed their budgets in detail for income/expense year to date and begin preparing preliminary budgets for the coming year
- Send Letter to incoming board members regarding the approval process, date and time for the June Transition meeting and agenda
- Update the Board Member History indicating years of continuous service and include list in President's notebook

### **June**

- Conduct Transition Board Meeting
  - Provide leadership training in regards to Robert's Rules of Order and Parliamentary Procedure, etc. to the incoming board members and explain how the board operates and what to expect
  - Pass official NWSID Gavel to the incoming President
  - Give a small gift to each board member as a token of appreciation (\$10)
  - Distribute last year's budget and explain the budget
- Work with outgoing board members to ensure incoming board members are trained and prepared for the July Board Meeting
  - Begin working with Treasurer to set preliminary budget for coming year
  - Ensure outgoing board members have written a final board report that summarizes activities of their term in office. This board report shall be passed along to incoming board members
- June General Meeting – publically thank Board Members for their year(s) in service
- Both Incoming President and Treasurer to change signature on file at US Bank and get new debit cards.
- Meet with Dragon Financial for introduction and information exchange
- Give key to Postal Annex and information regarding storage unit to incoming President and Ensure Presidents Notebook is up to date prior to hand off

### **Job Description – President Elect**

- It shall be the duty of the President Elect to observe and learn the responsibilities of the Presidency before taking over the position of President the following year
- The President Elect can hold other positions on the board prior to becoming President Elect
- President Elect cannot be a PRA member
- In the event that one of the Executive Board positions (President or Executive Board member) of that chapter is vacated, it is the responsibility of the President Elect to fill that vacancy
- Assist the President and Treasurer in creating the budget for the coming year

### **Additional Responsibilities**

- Assist the President with tasks as requested
- Be prepared to preside over a board meeting or general meeting in the absence of the President
- Become familiar with the Mission Statement, Code of Ethics, Procedures and By-Laws. Know the history of NWSID
- Understand the qualifications for membership and be able to articulate the benefits of being a member
- Attend the Executive Board Meeting at least once per year typically in March via conference call, video call or face to face. Each chapter alternates the ownership of the Agenda; even number years Portland chapter owns the agenda, odd number years Puget Sound Chapter owns the agenda

## **Job Description – Membership**

Membership is a chair and co-chair position due to the complexity of the duties. The Chair and co-Chair are to decide how their responsibilities are split

### **General Membership Duties**

- Receive and qualify new membership applications
- Retain and maintain a list of membership numbers
- Provide all necessary information and tools to new members (directory, website login information, badges, member ID cards, etc)
- Develop a method for recruiting new members ie., membership drive, new member incentives blog on facebook (these are only examples)
- Keep track of attendance for each general meeting and communicate to Dragon Financial to ensure database information is updated
- Communicate to Dragon Financial new members information
- Keep guest list for e-vites
- Provide a budget for your position and review regularly throughout the year
- Prepare a monthly board report
- Read Board Meeting minutes prior to each board member
- Check Postal Annex PO Box and pick up mail on a weekly basis
- Present applications at monthly board meeting and if approved make motion
- Prepare deposit vouchers for checks/credit cards and send with payment to Treasurer
- Ask Dragon Financial to prepare a members check-in list quarterly
- Forward checks for BUILD to PRA representative as needed

### **Monthly General Member Meeting**

- Arrive approx. 4:45pm to set up a table or area for member check in
- Bring supplies (guest name tags, pens, tape, basket for guest business cards and a few blank applications)
- Check in Designer and PRA members
- Introduce new members at the meeting
- Recognize Guests
- Record attendance from each meeting on master form which will be used for voting purposes

## **Membership continued...**

### **Renewals**

Work with Dragon Financial to prepare invoices for renewals

- Mail out invoices by mid-May for a June 15<sup>th</sup> due date
- Process renewal invoices
- Prepare deposit vouchers for check/credit cards
- Maintain records of payment (via membership list)
- Follow up with late member invoices
- Meet with Dragon Financial to prepare updated directory
- Have directory printed, assembled and distribute
- Prepare monthly payment vouchers for directory and badges and other necessary printed items

### **Job Description – Secretary**

- The Secretary shall be responsible for taking the minutes at the monthly board meetings. Secretary shall type minutes, create a board report which summarizes key items, discussions and new board members and email the board minutes to the board one week prior to the next board meeting
- The Secretary is responsible for keeping hard copies of approved motions and archiving those motions with the board meeting minutes. Motion forms should be available for each board meeting.
- The Secretary will be responsible for all correspondence for the Board and the ordering and sending of any gifts or cards for special occasions.
  - Note: NWSID has an account with Grand Avenue Florist who will bill the NWSID Treasurer for any flowers, cards, etc as needed
- The Secretary will be the Nominating Chairperson for the next term's Slate of Officers. These potential officers will be presented in a timely manner to allow nominations from the floor and a proper election process. (Nominations are presented at the April general membership meeting and voted on by secret ballot in the month of May.)
- The Secretary is responsible for coordinating with NWSID's bookkeeping service, the emailing of ballots for annual nominations of new officers. Secretary will collect the returned electronic ballots and advise board of outcome.

## **Job Description – Treasurer**

### **Bank Information**

When the treasurer and/or President Positions have been filled by new officers, they must visit the bank in person to receive new bank debit cards and sign signature cards. Photo ID and copy of the board meeting minutes that list the name of the new officers is required during this visit.

### **Bank Statements**

US Bank will mail checking, savings, and events checking account statements directly to Dragon Financial each month.

- Dragon Financial will send copies of these statements to the Treasurer
- The Treasurer will print hard copies of these statements and put into the Treasurer binder and save electronic copies in a file on their computer.

### **Annual Budget**

- The Treasurer meets with the President and President Elect to prepare a budget for the coming year
- The goal of the budget is to maintain a healthy balance in the checking and savings accounts
- Budget is prepared using a spreadsheet which shows the projected income, projected expense and net for each board committee and is based on previous year's budget as well as projected income and expenses for the coming year
- Each committee chair is required to present to the Treasurer and President what their projections are for the coming year
- Any overages in the set budget must have prior board approval. It is the Treasures duty to report any overages to the President
- The annual budget is voted on by all board members. The annual budget should be finalized by the August Board meeting.

### **Six Month Review**

- The Treasurer prepares a six-month review of each committees projected income and expenses and presents to the board
- Each committee chair is to review their detailed report and make any corrections



## **Treasurer continued...**

### **Vouchers General Information:**

- All blank voucher forms are available on our website nwsid.org under Member Area with board login and password
- A voucher must accompany all deposits and/or payments submitted directly to Dragon Financial. Committee members email the voucher and deposit/payment to Dragon Financial
- Vouchers must have “board chair approval” and signature either written or via email. If the voucher is from the committee chair, no signature is required
- All vouchers must have the correct committee number and expense account number
- Treasurer must verify all receipts/invoices to make sure the voucher is correct
- All committee chairs must retain a copy of any voucher for their records
- Bills with vouchers are to be sent directly to Dragon Financial

### **Debit Cards and Vouchers**

- The President and Treasurer are issued bank debit cards
- After using the debit card, complete the Debit Card Voucher form and attach the receipt to the form and email a copy of both voucher and receipt to Dragon Financial
- Treasurer to keep both hard copy and electronic copy of voucher and receipt
- If Treasurer receives credit card information, they are to destroy or shred the information immediately after sending to Dragon Financial. Credit card information should not be sent via email, use fax or US mail

### **Deposit Vouchers**

- All deposit vouchers from NWSID board members are to be sent directly to Dragon Financial. Payment by Credit Card, Check or PayPal account must have Deposit Vouchers.
- Dragon Financial does NOT accept cash. If cash is given, the Treasurer or President shall deposit the money into NWSID’s account, fill out a deposit voucher and attach the deposit slip to the voucher, listing the name of the person who paid in cash
- If Treasurer receives a check, make a copy of the check, keep both hard and electronic copies of the deposit voucher

## **Treasurer continued...**

### **Payment Voucher**

- Dragon Financial emails the vouchers and invoices to the Treasurer and President
- The Treasurer and President must review all vouchers and invoices and must approve or disapprove these vouchers and invoices
- If approved, Treasurer and/or President will respond via email to Dragon Financial their approval "I Approve"
- If not approved, Treasure or President will request clarification from the committee member who submitted the invoice. Once clarification has been reached, they will respond to Dragon Financial with "I Approve" or "I Do Not Approve – do not pay"

### **Checks**

- Both President and Treasurer must sign all checks
- Treasurer will verify the amounts and payee on the checks and then sign
- Mail or hand deliver all checks to President for signature along with stamped envelopes to the appropriate payees
- Treasurer will tear off the bottom portion of the check and staple it to the payment voucher and file.
- Generally it will take Dragon Financial approximately 5 days to process vouchers, print checks and return them to the Treasurer for signature

### **Contracts**

President must review and sign all contracts. Treasurer to keep a copy of all contracts

### **Treasury Binder**

- Treasurer is to keep a binder that contains all hard copies of financials and vouchers for the year
- Binder can be organized in sections by month
- Each month should include Statement/Balance Sheet, Bank Statements, Weekly Payables such as checks, invoices and vouchers
- Annual Budget section
- US Bank Section
- Tax Information and Insurance Information

**Treasurer continued...**

**Bank: US Bank**  
4505 SW Hall Boulevard, Beaverton, OR 97005  
Phone: (503) 646-3101  
Customer Service: (503) 872-2657  
Contact: Sarah Djeyfroudi, Customer Service Manager  
Direct Phone: (503) 350-5322  
[Sarah.Djeyfroudi@usbank.com](mailto:Sarah.Djeyfroudi@usbank.com)

**CPA: Dragon Financial Inc**  
7140 SW Fir Street, Suite 100  
Tigard, OR 97223  
Phone: (503) 844-8794  
Contact: Stephanie Gray, Owner  
[stephanie.gray@dragonfinancial.com](mailto:stephanie.gray@dragonfinancial.com)

**Federal Tax ID Number 91-0995786**

**Secretary of State of Oregon Tax ID Number 565656-91**

**Tax Status – NOT FOR PROFIT ORGANIZATION**

- NWSID is not organized for Profit or to engage in any activity ordinarily carried on for profit
- No Part of NWSID's net earnings is to be used to benefit any shareholder, individual or member

**Tax Returns**

- NWSID year end is June 30!
- The Puget Sound/Seattle Chapter accountant prepares all tax returns for both chapters and this tax preparation costs approximately \$800 annually
- The Puget Sound Chapter will contact Portland Chapter requesting financial reports that are necessary for Tax preparation
- Financial statements are typically prepared by end of June annually and is responsibility of the Treasurer to review the numbers

## **Job Description – PRA Representative**

### **History of PRA Representative Duties**

NWSID began a collaborative event in 2009 as an alternative to the traditional vendor fair. Susan Grady and Sharon Titus were instrumental in its formation and Amy Bright, NWSID PRA Rep, became its architect creating a successful event that has now encompassed to collaborate with other organizations of PRO, ORA and NKBA. The weekend event includes a day of play/networking, a day of education and collaboration and a day of giving back to benefit ReFIT, a non-profit organization that remodels homes of disabled persons living under the poverty line. Since the creation of BUILD the event was held at Eagle Crest Resort in Central Oregon, Its sponsors include CFM, Ferguson, Morris Carpet Cleaning, Divine 9, Standard TV & Appliance, S'Tile and many, many others.

In 2014 Amy Bright stepped down from her role as PRA Rep and Amy Bradshaw was appointed to fill the position. As with all things Eagle Crest had run its course and it was time for a new venue and new ideas.

Salishan Spa & Golf Resort has been chosen as the venue for BUILD 2015 and is scheduled to be held August 27-30. It will include the main facets of the previous BUILD with Play, Learn, and Give as its main goals. Other details will be added... The BUILD committee has been formed for 2015 and monthly meeting are planned for development.

### **General PRA Rep Duties**

- Act in an advisory capacity and has voting privileges
- Function as liaison between PRA's and the NWSID Board
- Attend all board meetings and all general member meetings if possible
- Work with all board positions in coordinating PRA involvement such as education events, lecture series and other NWSID promotions
- Coordinate the annual PRA event to promote professional resource members to the design members. Since 2009, this event is a weekend retreat called BUILD and in previous years this event was a PRA vendor night
- Procure sponsorships to fund the projected expenses of the BUILD retreat
- Mentor and network with new PRA members and help them to integrate into the organization

**PRA Representative continued...**

**BUILD Retreat (Concept/Format/Itinerary)**

**Concept:** Our goal is to strengthen all businesses through building healthy relationships among our project teams consisting of Interior Designers, Contractors, and Vendors. The vision was a conference structured so that participants spent a significant amount of time interacting with one another in various settings to develop those relationships.

**Format:** A long weekend starting from Thursday evening to Sunday afternoon which was typically the last weekend in June. Our new target dates are last weekend in August with the location being Oregon Coast.

**Itinerary:**

- Thursday afternoon bus/drive from Portland to Oregon Coast and evening cocktail party and networking event
- Friday – breakfast, day of play or just lounging around, lunch included in activity and evening cocktail party and dinner
- Saturday – breakfast, common ground experience that includes interactive learning workshop and emphasis on working together and healthy collaboration, lunch, afternoon CEUS classes, cocktail party and dinner
- Sunday – brunch, silent auction and raffle for local non-profit (ReFIT), bus/drive back to Portland

### Job Description – Education

This role is responsible for helping the organization continue education through seminars, workshops and/or study groups on topics of interest to all members to enhance knowledge and professionalism.

- Coordinate information on professional examinations
- Communicate educational opportunities outside of NWSID
- Research and coordinate CEU availability for appropriate educational activities
- Work with Student Liaison or Accredited Schools to assist in promoting NWSID and benefits of membership
- Responsible for securing a speaker for the November Educational general member meeting
- Prepare payment vouchers for educational speakers as needed

## **Job Description – Marketing**

Promote and expose the professionalism of NWSID Interior Designers and Professional Resource Affiliates to the public and industry through advertising and marketing efforts, examples are;

- Regional magazines
- Regional and local newspapers
- In house newsletters
- Trade shows and seminars
- Conferences
- Web or Social media content

The intent is to review and be award of local publications to determine if the price and fit is correct to strategically place advertisements that brand NWSID. It is also good to be aware of other home and commercial related groups and their schedules so that NWSID may participate in their events (ORA, HBA, NKBA, ASID, etc.)

### **Oversee Brand Consistency**

- All advertising in which NWSID name, initials, insignia are used is in accordance to the chapters brand
- Ensure consistency in graphic design for all promotional materials
- Trade shows, booth maintenance and/or booth replacement
- Printing of all NWSID materials and procurement of signage

### **Home Show Responsibilities** (discontinued for now)

Home shows have been put on hold until we move forward in having a new booth built or booth options for NWSID

- Recruit booth chairperson and work with communications to recruit volunteers to work the booth

### **Misc. Responsibilities**

- Prepare payment vouchers for costs incurred and give to Treasurer
- Prepare and review marketing budget

## **Job Description – Programs**

It is the duty of the Programs Chair to arrange interesting, educational and informative programs for each general member meeting. Coordinate annual education meetings with the Education Chair.

- Secure a meeting location and assist in arranging for a speaker either provided by the host or by NWSID
- Work on the yearly calendar with input from current board members
- Arrange the annual NWSID Holiday Party which takes place of the December general member meeting. Assistance in the form of securing a location, selecting a menu, securing sponsorships and notifying members. Forming a committee is suggested
- Plan general member meetings as far out as possible into the next term or as least three months into next term to ease transition of incoming programs chair
- Attend all board meetings
- Maintain and review budget at least quarterly
- Prepare monthly board report

### **General Member Meetings**

- General Member meetings should be planned six months in advance, confirmed by a Letter of Agreement describing host duties and responsibilities
- This Letter of Agreement should be in your possession at least two month prior to the scheduled meeting
- Inform the NWSID membership of each meeting by submitting a six month schedule to the communications chair and Dragon Financial to ensure the website is update to date
- Responsible for storage, transportation and set up/tear down of the PA system. Assist host with special equipment that may be required for guest speakers
- Thank all hosts and speakers of all general meetings verbally and with a written note. This includes a summary thank you article for the facebook page and possibly the web site.
- Prepare payment vouchers and send to Treasurer as needed (special arrangements, postage, etc)



## **Programs Continued...**

### **Invitation to General Member Meeting**

- Create the e-vite through “Celebrations” announcing each general member meeting. Meeting information and artwork (as needed) from the host are used in the e-vite
- Send e-vite at least two weeks prior to the general member meeting
- Send URL (for RSVP) from the e-vite to communications and Dragon Financial so that the RSVP can be updated on the web site
- Monitor RSVP’s and advise host of headcount approximately one week prior to the meeting

### **Holiday Party**

- During the months of April/May research and secure venue for the annual Holiday Party. Proposed venue is presented to the board for approval and prior to making a deposit. All contracts must be signed by the President and payment vouchers prepared and sent to Treasurer
- Gather quotes for venue costs, music/DJ, catering and printing costs and determine individual ticket price
- October – send our save the date postcards with information about the Holiday Party
- November set up e-vite for Holiday Party and work with Programs and Treasurer to arrange payment system (such as PayPal)
- Provide final headcount and coordinate with event site management and/or caterers

## **Job Description – Communications & Web Site Liaison**

Although these are two separate roles on the board they are grouped together in this job description given the connection between the two.

### **Communications**

- Attend monthly board meetings and general member meetings as this will help ensure awareness of our Facebook page and the need for content
- Collaborate with board member to gather pertinent committee information and items to post on Facebook
- Collaborate with Web Site Liaison to share information and ideas to cross communicate content between Facebook and the Web Site
- Solicit content for Facebook page and e-blasts from all members

### **Web Site Liaison**

- Work closely with Dragon Financial and company IT representative to ensure the web site is running smoothly and all links are working properly
- Collaborate with Dragon Financial on e-Blasts, survey's and RSVP's
- Work with Dragon IT representative on future enhancements to the web site
- Ensure new members are added to the data base and updates are posted on a monthly basis to ensure the search engine is up to date
- Collaborate with the board on future enhancements to the web site, costs, significance and ease of operation

## **Job Description – Historian**

This position requires attendance at every general member meeting and events to take photos of the following:

- Guest Speakers
- Host (s)
- Special features such as presentations or products
- New members
- General photos of the meeting place
- Random small groups

### **Photographs**

- Attend all functions to take photos of appropriate situations and people such as committee/members. If you cannot attend a meeting or event, please find a replacement to take photos on your behalf
- Historian should be available to take head shots of members that may eventually be used on the Web Site
- Photos to be placed on the Historian's computer or burned onto a CD with date and function/event as file name
- Send a few general meeting photos to communications chair to be posted on Facebook, include a few captions as needed
- Upload photos to Picasa NWSID page soon after each monthly meeting or event
  - Photos of other NWSID events (Holiday Party, Home & Garden shows, BUILD retreat) are also treated in this same manner
- Create a photo album at the end of the Fiscal year to highlight the entire year. The album along with a disc of all pictures from that year will be placed along with historical items in the NWSID storage unit.
- Prepare payment vouchers on all costs incurred (CDs, albums, etc)

### **Job Description – Executive Board Representative (Past President)**

The Executive Board Representative is the Parliamentarian for the Southern Chapter board and will be known as Past President in this job description

- Past President shall provide leadership and guidance regarding Robert's Rules and Parliamentary Procedure to incoming board members. This training is to take place at the July Board meeting
- Past President shall attend the NWSID annual Executive Board Meeting in the unique position to offer a "voice of guidance and history" for the future.
- Update the Presidents Plaque with current/outgoing Presidents name and term
- Present a gift (Presidents Plaque) to the outgoing President

#### **Executive Board Meeting**

The Past President and current President shall representatives and attend the Executive Board meetings either in person, via conference call or video call. They will represent their local chapters board's concerns, questions and report information about their local chapter. The Past President is responsible for coordinating the annual meeting with the Puget Sound Chapter.

The Executive Board shall consist of no more than seven members (3 from Southern Chapter, and 3 from Puget Sound Chapter) with the seventh member rotating between the two chapters based upon the chapter who is responsible for conducting the meeting (even number years Southern chapter and odd number years Puget Sound chapter).

- The chapter responsible for the meeting will appoint the member-at-large if necessary, but is not required.
- The chapter responsible for the meeting will record and distribute minutes of the executive board meeting