

**Committee Name:** *Member Services Committee*  
**Co-Chairperson:** *Appointed by Council*  
**Responsible to:** *Council*

**Committee Type:** *Ad Hoc Committee*  
**Co-Chairperson:** *Appointed by Council*  
**IDA Office Support:** *Major Events Staff*

<b>Composition:</b>	Minimum of 2 Full Members [Registered; Associate & Fellow] <i>One member each from Edmonton &amp; Calgary to act as Co-Chairs</i>
<b>Term of Office:</b>	2 years (renewable for up to 2 consecutive terms)
<b>Meetings:</b>	The Committee shall meet at the call of the Chairperson(s)

<b>Mandate:</b>	To identify and facilitate any initiatives that would benefit members and enhance the profession of interior design either across the province or within a specific region
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>Establish a high-level special events calendar in collaboration with the IDA office with the general goal of providing members with a year-at-a-glance of the upcoming events and opportunities for members to network and engage with the design community. Plan to be presented to Council for review and will be forwarded to Communications Committee to maintain and promote.</li> <li>Working with the IDA Office and the Communications Committee, determine the ideal method for communicating upcoming Association events</li> <li>Establish and work with Sub-Committees including Sub-Committee Chairs for all Major Events including, but not limited to Urban Encounters; Hard Hat Party; Spark Events and MASI Design Competition</li> <li>Working with the Sub-Committee chairs, Major Events Staff and the Finance / Admin Committee, create and submit the 2021 Special Events budget by Q4</li> <li>Provide written report to Council regarding special event initiatives and planning progress</li> <li>Establish any additional Task Forces to assist in completing other member services initiatives such as model contract updates, town halls, business related seminars, student info sessions, as required</li> <li>Exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Council or the President</li> </ul>

**TOR Approval:** \_\_\_\_\_  
Date

**TOR Review / Renewal:** February 2022  
Date