



Applicant Name:

CIDQ BOARD OF DIRECTORS (PM) APPLICATION  
**Deadline for Submission is *May 12, 2024***

*The CIDQ Board of Directors application includes several elements outlined below and must be completed in its entirety to be considered for candidacy.*

*Service on the CIDQ Board of Directors requires passion, dedication, and hard work. Be sure to review the requirements of this application carefully, as well as the expectations and responsibilities of a Board Member before submitting your application to be sure your commitment to this volunteer position is something you, your family, and your employer are able to support fully.*

### **About CIDQ**

The Council for Interior Design Qualification (CIDQ) is the premier certifying organization for interior design professionals. CIDQ develops and administers the three-part NCIDQ Examination, which tests interior designers' knowledge of core competencies required to protect the health, safety, and welfare of the public through professional practice. The exam is based on CIDQ's independent, comprehensive analysis of the profession and the daily practice of interior design in a range of settings. CIDQ continually updates the exam's contents to ensure they reflect the most current skills required to design secure, functional, and innovative interior spaces.

CIDQ's membership is comprised of regulatory boards from across the United States and Canada. As such, the organization takes seriously its responsibility to protect the public's health, safety, and welfare. NCIDQ Certification meets legal and regulatory standards for the interior design profession as established by more than half of the states across the U.S. and all provinces in Canada.

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## **I. Qualification and Eligibility Information**

As a Public Member, you will be charged with representing the public interest in the interior design profession. To be eligible for the Public Member position on the CIDQ Board of Directors, individuals must meet certain criteria:

- Not be, nor have been, a practitioner or educator of interior design or architecture.
- Not be, nor have been, the spouse, child, parent, or significant other of a practitioner or educator of interior design or architecture.
- Be unaffiliated with any Officer, Director, Council Delegate, member of Member Board (present, incoming, or immediately outgoing) or Council staff member. "Unaffiliated" shall be herein interpreted as currently not in, nor anticipated to be in, a contractual business relationship. "Business" shall be defined herein, as including but not limited to acting as a client, partner, employer, or employee in any endeavor for business and profit.

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## **II. Role and Responsibilities**

As a member of the CIDQ Board of Directors, involvement and commitment to the organization includes the following:

- Acting in the best interest of CIDQ, supporting the mission, and fiduciary responsibilities.
- Dedication of approximately 5-10 hours a month to the work of CIDQ and the NCIDQ Exam and more for months when face-to-face board meetings are scheduled. These meetings typically begin on Friday and end on Saturday afternoon.
- Attendance is required at Board Meetings (face-to-face and conference calls), a board orientation, as well as participation, with time and effort, in major events including occasional trade shows, Assembly



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of Delegates Annual Meetings, etc. as directed by the President. Face-to-face board meetings are usually scheduled at the CIDQ offices in Alexandria, VA; however, this is subject to change. Conference/video calls will also be scheduled throughout the year and are approximately 1 hour in length. In **2025**, face-to-face meetings are tentatively scheduled for the following dates:

- January 2025
  - April 2025
  - July 2025
  - November 2025 (Post Annual Meeting)
- Slated candidates must also attend the 2024 Assembly of Delegates Annual Meeting in Chicago, IL from November 7-10, 2024. CIDQ will cover all travel-related expenses for this meeting.
  - Serving as a board liaison, including attendance at conference calls/meetings as set out in the committee/task force charges and supporting the chair to the best of your abilities.
  - Commitment to a **2-year term** for the Public Member position.

**III. Contact Information**

Name:

Phone:

Email:

Address (Street, City, State/Province, & Zip):

**IV. Candidacy Information**

Education and Degree(s) Earned:

Professional Affiliations/Credentials, Appellations, Certifications:

I confirm I have thoroughly reviewed the qualification and eligibility information in Section I

**V. Reference Information**

Please provide information for one (1) reference.

Name:

Relationship:

Phone:

Email:

Context

**VI. Candidate Statement**

Please provide an individual statement in paragraph style describing your interest in this position and the contribution you can make to the effectiveness of CIDQ, including the qualities and strengths you would bring as a public member of the CIDQ Board. The response is to be a **maximum** of 1 page.

**VII. CV or Resume**

Please provide an up-to-date CV or resume.



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**VIII. Professional Experience**

**A. Leadership**

List professional leadership roles/positions you have held in a professional setting, including within your own firm or institution, that you believe are appropriate to your application.

Activity/Role	Organization	Year(s) (such as 2023)

**B. Volunteerism**

List/describe any other volunteer roles/positions (such as Community Board Service, Volunteer Work, philanthropic efforts, etc.) you have held in the last 5-7 years.

Activity/Role	Organization	Year(s) (such as 2023)

**IX. Affirmation**

I am willing to dedicate my time and expertise to the CIDQ Board of Directors by participating in regularly scheduled Board and committee meetings to contribute to the greater success of CIDQ and the NCIDQ Exam. I understand that Board meetings are usually held two (2) times a year at CIDQ’s office in Alexandria, VA, one (1) location selected by the President-Elect and one (1) time in conjunction with the Assembly of Delegates Annual Meeting. In addition, I will perform my duties as a board liaison to the committee and task forces, which I am assigned by the President of CIDQ. If am I chosen to serve, I accept the responsibilities and expectations of service on the CIDQ Board of Directors. By submitting this application, I also attest that I have reviewed the eligibility requirements and deem myself qualified.

Signature:

Date:

Please submit the completed application with all collateral material and a photo to Kayla Karpp at [kkarpp@cidq.org](mailto:kkarpp@cidq.org). Only electronic applications will be accepted. Once reviewed, selected candidates will be invited to participate in a video interview occurring on **Saturday, June 8, 2024**, and lasting for approximately 30 minutes.