



European
Council of
Interior
Architects

JOB DESCRIPTION ECIA BOARD MEMBERSHIP

The European Council of Interior Architects is the representative body for the European professional organisations in Interior Architecture and Design. The ECIA represents and promotes the qualified profession of interior architect / designers in Europe. The organisation has currently 18 members and represents, indirectly, over 17.000 interior architects and designers.

The board includes a president, secretary general, treasurer, and 3 to 5 members. Serving on the ECIA Board is a respected and meaningful opportunity. While the role is voluntary, it offers valuable experiences, networking, and relationships.

We are looking for dedicated individuals willing to invest some of their time and their skills and expertise to help develop our organisation and strengthen our great profession within Europe. Your involvement can make a difference.

Requirements

- Passionate about interior architecture/design;
- A (current or past) practitioner in the field of interior architecture/design;
- An energetic, enthusiastic, and pro active attitude;
- Strong cultural intelligence, including adaptability, respect, and effective communication skills, to be able to collaborate with colleagues from diverse European backgrounds;
- Management experience is an advantage.

General information on meetings

- Board meetings regularly take place, often online and sometimes on site;
- Dates for the meetings are always determined in consultation with all board members;
- On site board meetings take place in one of the member countries (Europe) and are combined with a meeting with the national organisation concerned or other members/partners;
- The general assembly usually take place in the first or second weekend of September, from Friday afternoon/evening until Sunday (after)noon; The general assembly takes place on the Saturday, the additional informal program is just as important;
- General assemblies are attended by presidents, directors and/or delegates of the member organisations, as well as by invitees like potential new members and partner organisations.

Time reservation

- Average six board meetings a year (online max 0,5 day, on site 1,5 days excl. travel time);
- One general assembly (with additional informal program) a year (two days excl. travel time);
- Online board meetings typically last 2-3 hours;
- On site board meetings (appr.2 per year) usually last 1,5 days and take place on Fri/Sat/Sun;
- Prior to the meetings preparation time (0,5 to 2 days);
- During regular weeks 1-4 hours for mails & communication (board);
- Other time reservations are various, flexible and depending on the board tasks & projects; estimated 1-4 hours per week.

Other

- A board membership (incl. the president, treasurer and secretary general) is a voluntary job;
- A board membership is for a period of two years;
- There is a maximum of three terms (which means a maximum of six years board membership);
- The board members of ECIA come from different backgrounds and nationalities;
- Travel expenses at economical rate (such as early booking, second class) will be reimbursed;
- Hotel cost up to 2 nights will be covered;
- There is a board budget to cover (some of) the expenses for dinner & lunch.

EUROPEAN COUNCIL OF INTERIOR ARCHITECTS

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