

*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 can 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. Roles 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. **Please note that the President Elect position will include significantly more time per month.**
- Attendance is required at Board Meetings (face-to-face and conference/video calls), a board orientation, as well as participation, with time and effort, in major events, including occasional trade shows, Assembly of Delegates Annual Meetings, etc., as directed by the President. Face-to-face board meetings are usually scheduled at CIDQ's office in Alexandria, VA; however, this is subject to change. Conference/video calls will also be scheduled throughout the year and are approximately one (1) hour in length. In **2026**, face-to-face board meetings are tentatively scheduled for the following dates:
  - January 2026
  - April 2026
  - July 2026
  - November 2026 (Post Annual Meeting)
- Slated candidates must attend the 2025 Assembly of Delegates Annual Meeting in Denver, CO, from November 6-9, 2025. 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. The President Elect serves as the Chair of the Finance Committee and will be asked to fill in for the President and assume associated duties in the event the President is unavailable.
- Commitment to a **2-year term** for the Director position or **3-year term** for the President Elect position.



Applicant Name:

CIDQ BOARD OF DIRECTORS (D/PE) APPLICATION  
**Deadline for Submission is May 11, 2025**

**II. Contact Information**

Name:

Phone:

Email:

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

**III. Candidacy Information**

Years in the Profession:

NCIDQ Certificate Number:

Expiration Date:

State/Provincial Registration/Licensure/Certification Number:

State/Province:

Expiration Date:

Education and Degree(s) Earned:

Professional Affiliations/Credentials, Appellations, Certifications:

Please indicate the position(s) you are interested in:

Director

President Elect

Both (Director or President Elect)

**IV. 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 member of the CIDQ Board. Response to be a **maximum** of one (1) page.

**V. CV or Resume**

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

**VI. Qualification and Eligibility Information**

To be eligible for a Board position with CIDQ, individuals must meet certain criteria. For a Director position, you must meet at least one (1) of the following five (5) criteria. For the President Elect position, you must meet at least two (2) of the following five (5) criteria. **Please describe below the criteria you meet, including years (such as 2022-2023) served and level (local or national).**



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Have been an Official Delegate or Alternate Delegate of the Assembly of Delegates for at least two (2) years within the previous eight (8) years.

Have been a Member Board member for at least two (2) years within the previous eight (8) years.

Have sat on the CIDQ Board of Directors within the previous eight (8) years.

Have been a member of a CIDQ committee or task force for at least a total of two (2) years within the previous eight (8) years.

Have been a **board member** of one of the following interior design professional organizations: American Academy of Healthcare Interior Designers (**AAHID**), American Society of Interior Designers (**ASID**), Council for Interior Design Accreditation (**CIDA**), Interior Design Continuing Education Council (**IDCEC**), Interior Design Educators Council (**IDEC**), Interior Designers of Canada (**IDC**), or the International Interior Design Association (**IIDA**), within the previous five (5) years.



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**VII. Professional Experience**

**A. Primary Area**

Please provide your primary area(s) of expertise over the past 3-5 years as a practitioner (i.e., a commercial, residential, or hospitality designer; educator; manufacturer’s representative; vendor; etc.) or as an educator.

Expertise Area

**B. Demonstration**

List examples that demonstrate that expertise (project descriptions, design presentations, research/white papers, etc.). Portfolios, papers, photographs, etc. not required.

Project/Research	Year (such as 2024) Completed

**C. Leadership**

List professional leadership roles/positions you have held in a professional setting, including within your own firm or institution.

Activity/Role	Organization	Year(s) (such as 2024)

**VIII. Volunteerism**

**A. Member Board Volunteerism**

List/describe any volunteer positions you have held in the last 5-7 years, including service to a state/provincial and/or local regulatory boards.

Activity/Role	Organization	Year(s) (such as 2024)



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**B. CIDQ Volunteerism**

List/describe any volunteer positions you have held in the last 5-7 years for CIDQ. Please be sure to include service to NCIDQ Exam, committees, or task forces.

Activity/Role	Organization	Year(s) (such as 2024)

**C. Other Volunteerism (including Leadership)**

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 2024)

**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) 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 I am chosen to serve, I accept the responsibilities and expectations of service on the CIDQ Board of Directors.

Have you previously applied for a role on the CIDQ Board of Directors? If so, which year(s)?

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/headshot 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 on Saturday, June 7, 2025, lasting approximately 30 minutes.