



**INSTITUTE OF DESTINATION ARCHITECTS AND DESIGNERS
EXECUTIVE OFFICE HANDBOOK**

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OVERVIEW**

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EXECUTIVE OFFICE, STAFFING, FACILITIES AND SERVICES

The following descriptions of principals in the Institute are based on required functions, experience, professional training and scope of duties, as well as content development and risk.

Principal positions

EXECUTIVE OFFICE

1. Founding Directors-Benefactors/Joint Ventures

Function: Executive Directors, capital agent, design, science and technology planning, Institute direction and scope, bylaws, codes, policies, ethics; Investigative and Expeditionary leaders of the Institute.

Directors: The term of the executive office is established by the same, and such may appoint, replace, manage, require, receive, take, bequest, acquire, own, hold, improve, use, make contracts, borrow, invest or otherwise deal in and with real or personal property, or any interest therein, wherever situated. Sell, convey, mortgage, pledge, exchange, transfer, and otherwise dispose of all or any part of IDAD property and assets. Employ and discharge, add or delete committees, establish additional offices and titles at any time desired or required. May assume any function incidental to the continuation of the Institute and its goals.

2. Managing Directors-Project Managers

Function: Institute Manager Secretaries, office administrators; supervise, manage all secretarial, clerical, accounting and mail sorting, receive visitors, answer inquiries, make appointments, maintain records, ledgers, reports and library resources, word/data/GIS/CAD processing and production, estimator, specifier and bid reviews.

The following descriptions of staff positions in the Institute are based on required functions, experience, professional training and scope of duties.

1. Office Engineer-initiates technical coordination of a project during the development of systems and projects under direction of Directors.

Experience: all phases of industrial/construction and electrical/mechanical instrumentation.

Knowledge: thorough knowledge of tools and computer technologies. Ability to coordinate work of trades and read drawings and specifications, as well as perform routine

calculations.

2. **Webmaster-knowledge of software required and web development resources; researches, evaluates and recommends methods of solution; confers with manufacturers and secures information.**

CONFIDENTIALITY

All Employees of the Institute are to respect the confidences placed in this organization by its members, grantmakers and clients. The level of relationship between each party and IDAD demands disclosure of all information, at the discretion of the Institute.

PERSONNEL RECORDS

Independent Staff are contractors, which are positions that engage their own assistants, set their own hours, are free to work with/for others, are paid by the specific job, offer their services to the public at-large, furnish their own material needs and equipment, establish their own order of work for IDAD or elsewhere. Personnel positions are in an ongoing relationship with IDAD and follow instructions as an integrated part of overall operations. Each potential position is required to complete an Application for Service on a form provided by IDAD. This form is to be completed in a concise, legible, and professional manner with all information provided as necessary, including resumes or school records.

Each position is required to complete various forms for withholding federal and state, other government or local income tax, payroll deductions or eligibility programs required or desired.

Each position in staff or personnel status must complete a profile which will indicate whom to contact in case of emergency, etc. This file should be kept up-to-date by the position holder and no information should be provided that the owner feels is confidential or that law prohibits.

PROBATIONARY PERIOD

During the first year of service, each new position will be in probationary status. This will provide both the Institute and the position holder an opportunity to evaluate each other without incurring unreasonable expense or involvement.

During the probationary period, service agreements may be terminated by either the Institute or the new position holder without further obligation. However, in the event of the termination of a position holder during this period, two days notice will be given to the position holder and similar notice should be given when termination is initiated by the position holder.

LEAVES OF ABSENCE

A leave of absence is a temporary suspension of a position or position holder or both initiated by either the holder or the Institute. All pertinent records relating to the position are maintained for the duration of the leave of absence. Request for leave of absence will be considered on a case by case comparison of Institute needs and wants. If a position holder wishes to request a leave, it should be understood that such arrangements do not include salaries, pay or benefit. Leaves will not be approved for more time than the Institute feels serves the best interest of the Institute. If the position holder does not return to service at the end of the approved leave of absence, the same will be terminated.

RESIGNATION OR TERMINATION

A position holder who wishes to resign is requested to give advanced written notice to the Institute at the earliest opportunity. Failure to give notice may result in forfeiture of pay for accrued paid professional/office time.

- A. Require two days notice during probationary period to resign.**
- B. Require 10 days notice after probationary period to resign.**
- C. Termination of position holder by the Institute with two days notice when the position holder is on probation.**
- D. Termination of position holder by the Institute with ten days notice when the position holder is past probationary period.**

Applicable laws should be checked so that the Institute's termination of a position and/or holder is in accordance with legal requirements, and all notices should be in writing for a record of the termination circumstances involved with the position holder leaving the Institute relationship.

PROJECT OBLIGATION

All position holders are expected to define their office hours, mutual cooperation is essential for the Institute to function and avoid unscheduled or undesignated modifications. Professional or personal commitments, physical limitations, or geographic barriers may limit positions in the accommodation of some issues. The Institute will work to remain flexible to permit vital development of individualized creation of solutions.

MILITARY AND OVERTIME COMPENSATION

Position holders who enter Full-time active duty in the Armed Forces are entitled to full reinstatement with the Institute if they apply for reinstatement within 90 days from discharge or release from active duty. Reinstatement of Personnel status position holders will be without loss of seniority and will be in the same or in a higher position than the one held at

the time of entering the armed forces. During this period of military service the staff member will not be eligible for compensation.

Management and senior professionals are expected to spend whatever time is required for the Institute to meet its commitments. Non-professional and office function positions if paid will not be required to perform functions for the Institute in excess of 8 hours on a given day or 40 hours in a given work week.

TIME RECORDS

Time records should be kept by all position holders on a form provided by the Institute and is completed for each period of service. This form is to be signed and submitted at the end of each pay period. Such records will be maintained by the Institute as a permanent record and must be completed correctly and accurately charged. The minimum increment of time to be recorded is (one-tenth) of an hour.

SALARY POLICY AND RANK

Individual salaries are a matter of confidence between position holders and the principals of the Institute. Discussion of salaries with other position holders is unprofessional and not in anyone's best interest. It is the policy of the Institute to set salary levels in relation to other organizations in the professional and general business world in order to attract and retain capable, well-qualified position holders. Position holders are encouraged to prepare themselves for promotion and assumption of greater responsibilities since it is the policy of the Institute to promote from within, whenever possible; and such advancements are based on merit or performance on past and present assignments.

TRAVEL AND REIMBURSABLE EXPENSES

Senior position holders will be reimbursed for expenses incurred while traveling or otherwise performing services for the Institute. Expenses to be reimbursed include travel, meals and tips, automobile rental, lodging and similar direct expenses, as well as mileage at an agreed rate per mile. All reimbursable expenses must be supported by receipts and reported on the Expense Record form provided by the Institute. The Institute should be cognizant of current Internal Revenue Service regulations with regard to reimbursable expenses. The Institute will not reimburse any expenses incurred as a result of an accident or traffic law violation.

PURCHASING POLICY

All purchases of materials and equipment will be made by the Founding Directors' approval on written requisition.

MAIL AND CORRESPONDENCE

An important aspect of the Institute's image is projected by the quality of correspondence. Administrative personnel are responsible for reviewing outgoing correspondence for format and office standards. Position holders are responsible for well-written and uniform presentation of all correspondence. Member and Position holders shall meet all Institute fees via mail-in payment, by postal money orders, such as paper writs from Banks (certified/cashiers check), Travel check or other third-party-backed non-electronic or wired payment sent by common mail. This supports the efforts of the Institute to maintain paper records and reference materials on each member as a function of qualification maintenance and verification of the status and authenticity of all transactions.

OUTSIDE PROFESSIONAL EMPLOYMENT

All position holders in the Institute are encouraged to work on a professional full-time job outside of the requirements of the Institute. The Institute will work to create a conflict-free schedule for the Institute and the position holders; flextime alternative system.

MOONLIGHTING

No Institute position holder may use IDAD phone numbers, website or materials for private dealings with clients. As this could lead a moonlighter's client to think the IDAD professional was acting as agent for IDAD and that the office is responsible.

CLASSIFICATION OF SERVICES FOR INDIVIDUALS AND ORGANIZATIONS

Destination Design and Coastal Architecture provides a knowledge base specifically-honed to benefit the Hospitality, Travel and Tourism use group, which includes resorts, theme parks, beaches and other coastal and waterfront developments. However, other use groups which can benefit from the unique superspecialty capabilities of an IDAD professional are as follows.

PROFESSIONAL, DESIGN AND DEVELOPMENT USE GROUP

- **Urban Design**
- **Building Design**
- **Product Design**
- **Process Design**
- **Landscape Design**
- **Site Design**
- **Transportation Design**

- **Container Design**
- **Communications Design**
- **Instructional Design**
- **Systems Design**
- **Functional Design**

ARCHITECTURAL, CONSTRUCTION AND ENGINEERING USE GROUPS

- **Acoustics**
- **Energy Systems**
- **Daylighting/lighting**
- **Prototyping**
- **Modeling**
- **Testing**
- **Development**
- **Human Factors**
- **Specification**
- **Documentation**
- **Management**
- **Environmental**

MEDICAL, TRANSGENERATIONAL, AND SPECIAL POPULATIONS USE GROUPS

- **Anthropometrics**
- **Proxemics**
- **Ergonomics**
- **Accessibility**
- **Exposures**
- **Health and Safety**

LEGAL, REAL ESTATE, AND INSURANCE USE GROUPS

- **Litigation Support**
- **Dispute Resolution**
- **Expert Witness Services**
- **Reliability Assessments**
- **Investigations/Inspections**
- **Value Judgments**
- **Failure Investigations**
- **Material Evaluation**
- **Site Investigations**
- **Preservation**
- **Analysis and Documentation**
- **Adequacy Studies**

BUSINESS, SALES, AND MARKETING USE GROUPS

- **Advertising**
- **Image Design**
- **Package Design**
- **Display Design**
- **Signage**
- **Strategic Management**
- **Logo Development**
- **Media Presentation**
- **Handbook Development**
- **Systems Analysis**
- **Graphic Design**
- **Market Surveys**

MANUFACTURING, DISTRIBUTION, AND PROCESSING USE GROUP

- **Product/Process Development**
- **Production Research**
- **Systems Studies**
- **Corrective Measure Studies**
- **In-Situ Evaluations**
- **Safety Studies**
- **Maintenance Programs**
- **Facilities Management**
- **Instruction Technologies**
- **Implementation Studies**
- **Research and Development**
- **Technology Transfer**

GOVERNMENT, NATURALISTS, AND CIVIC USE GROUP

- **Results Observation**
- **Data Verification**
- **Technical Support**
- **Impacts**
- **Conservation**
- **Resource Studies**
- **Forecasting**
- **Surveys**
- **Artifact Documentation**
- **In-House Training**
- **Observation Methods**
- **Comparison Systems**

INVESTOR, DEVELOPER, AND PRODUCER USE GROUP

- **Master Plan Direction**
- **Commerce Reviews**
- **Product Reviews**
- **Site/Route Guidance**
- **Transportation Guidance**
- **Budget Analysis**
- **Codes/Restrictions**
- **Market Studies**
- **Design and Analysis**
- **Preliminary Studies**
- **Recycling**
- **Funding Research**

INDIVIDUAL, RESEARCHER, AND INVENTOR USE GROUP

- **Design Research and Development**
- **Environmental**
- **Materials Science**
- **Innovation**
- **Conceptualization**
- **Planning**
- **Management**
- **Inspection/Testing**
- **Interpretation**
- **Copyrights/Patents**
- **Reviews and Documentation**
- **Investigations**