



# Information Resource

## Vice President Academic Relations

# VP Academic Relations: Position Description Introduction

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## Welcome

Thank you for taking on the role of VP Academic Relations. To ensure that the National Kitchen & Bath Association continues to meet the needs of kitchen and bath professionals, the NKBA encourages our members to serve as officers in their local NKBA chapters.

The purpose of this document is to set the expectations and responsibilities of your role for a calendar year. Please review the information and direct any questions to the Regions and Chapter Department at [Chapters@nkba.org](mailto:Chapters@nkba.org)

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# Who Is Best Suited To Be VP Academic Relations?

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**Description**

The ideal VP Academic Relations is a person who:

- Is willing to promote NKBA at area institutions
  - Has time to work with schools, students and keep the Chapter in the loop
  - Is familiar and comfortable with electronic communications
  - Is prepared to serve as a mentor
  - Is connected with the local school system(s) and/or faculty members
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## Responsibilities

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The responsibilities of the VP Academic Relations include (but are not limited to) the following:

- Serve as primary liaison among the Chapter, the NKBA Supported/Accredited Programs within the Chapter boundaries and the NKBA National Office
- Serve as the primary Chapter contact for the NKBA College and Student Engagement department
- Actively research and help support the accreditation of certificate, two-year and four-year programs within the Chapter boundaries
- Encourage Chapter members to list jobs/internships on the NKBA web site
- Attend accreditation/re-accreditation site visits and ceremonies and assist with evaluation of student work
- Attend fall and winter webinars and coordinate fall kick-off presentation at NKBA Programs
- Develop and implement student-oriented programs, including design competitions, scholarship programs, career fairs, and special events
- Encourage Chapter members to attend/participate in career fairs
- Provide support for NKBA student members within the Chapter's boundaries
- Ensure that NKBA student members are invited to all Chapter events, and discounted pricing is available to them whenever possible
- Serve as a liaison through which NKBA Program coordinators may communicate any concerns, questions about the profession or other issues to NKBA staff, program committees or governing bodies
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## Preparing For Office

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- Steps**      Between election and installation, prepare for your office by:
1. Assisting the outgoing VP Academic Relations in the performance of his or her responsibilities.
  2. Acquiring/receiving and studying the *Chapter Information Resource* the *NKBA Governance Manual* and the VP-Academic Relations description.
  3. Reviewing the online VP-Academic Relations and general officers training programs
  4. Outreach to the Accredited/Supported (be sure to include both) Program Coordinator(s)
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**Procedural Checklist**      Ensure that reports and notices are submitted to NKBA

Information	Responsible	Deadline
Present report to EXCO	VP Academic Relations	Ongoing
<b>Student Chapter Responsibilities</b>		
Student Chapter Activity/Financial Annual Report	Student Chapter	June 1
Student Chapter Officer Election	Student Chapter	June 1
<b>Accredited Program Responsibilities</b>		
Student Chapter Activity/Financial Annual Report	College Coordinator	June 1
Student Work Samples (Required for Accredited Program)	College Coordinator	June 1
Review the Student Chapter bank statement with the Student chapter Treasurer and College Coordinator	VP Academic Relations	Annually

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## Background Accredited Programs (formerly Endorsed Programs)

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In 1987 NKBA began a program which allows students to earn a Bachelor of Science, an Associate's degree, diploma or a certificate with a specialization in kitchen and bathroom design. In 2008, the program name was revised to NKBA Accredited Programs. The program offers a stepping-stone approach with a preliminary Supported Status issued as programs strive to meet the strict standards of accreditation. More than 46 institutions have achieved accreditation. The entire NKBA network includes more than 60 different institutions of higher learning in the United States and 3 institutions within Canada.

*Purpose Statement:* The purpose of accrediting educational programs is to prepare students for employment by supporting a broad-based education sufficient for students to pursue professional certification and to protect the public welfare.

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### Accredited Program Goals

- To encourage and support excellence in kitchen/bathroom design by establishing standards for developing and evaluating programs for accreditation
  - To promote quality education through the attainment of professional standards within the kitchen and bathroom industry
  - To encourage and support excellence in kitchen/bathroom design by establishing standards for developing and evaluating programs for accreditation
  - To promote quality education through the attainment of professional standards within the kitchen and bathroom industry
  - To provide ongoing assistance to NKBA Programs for improvement of their educational offerings
  - To ensure that the unique characteristics of a curriculum will be recognized and encouraged within accreditation guidelines
  - To increase professional employment opportunities for students
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## Background Accredited Programs (formerly Endorsed Programs) - Continued

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**Accreditation  
of  
Educational  
Programs**

The accredited program will train professionals specifically for the kitchen/bath industry, build membership, and add a pool of talented volunteers to the Chapter. Success will come through a partnership between the National Association, each Chapter, and the NKBA educational institution(s).

1. Representative/VP Academic Relations contacts:
  - a. Chapter Executive Committee to discuss possible prospects and check on Chapter's past/present collaboration with schools within their boundaries
  - b. Educational institutions within their area that would be good candidates for accreditation (schools with programs in Interior Design, Construction Management, Architecture, Home Economics, or Family & Consumer Sciences have the basic foundation to build a program.)
  - c. Department or school dean to briefly explain to the administrator about the NKBA Accreditation, offer to have a copy of the Excellence through Accreditation guide sent to him or her.
  - d. The College and Student Engagement Department (may be Coordinator or Manager) at NKBA headquarters to have the information sent to the school and/or VP Academic Relations.
2. Representative/VP Academic Relations confirms receipt of brochure and offers assistance. (also available online in the Industry Professionals under the Accreditation section)
3. Prospective Accredited Program submits application forms and documentation verifying fulfillment of eligibility requirements.
4. An accreditation visit of the educational institution will be scheduled by the College and Student Engagement Department which, when possible, includes a representative from the local Chapter. During the site visit, the team will:
  - a. verify the application information presented to the NKBA on the Accreditation forms
  - b. recommend procedures for continuous improvement
  - c. inform administration and students about the benefits of accreditation
  - d. build a relationship with the educational institution and the local chapter.

## **Background Accredited Programs (formerly Endorsed Programs) – Continued**

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5. Responsibilities of the local VP Academic Relations when



present

- a. Meet with department head and/or faculty and students
  - b. Attend the curriculum review session
  - c. Tour learning facilities
  - d. Join the evaluation team in reviewing the Body of Knowledge
  - e. Present to students and administrators the chapter's support for the program, share NKBA Chapter profile and calendar, etc.
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6. The College and Student Engagement Department evaluates each submission and notifies the institution of one of the following designations:
    - a. Supported Program Status or requests additional information
    - b. Full Accreditation
    - c. Application denied

# Definitions

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An Accredited Program initially has NKBA Supported status before achieving full NKBA accreditation.

1. Supported status is granted to programs that demonstrate willingness and meet the requirements for Supported Status. During supported status, schools strive to become fully accredited by continuing to enhance their Kitchen/Bath program, using the curriculum which is built around the NKBA Professional Resource Library, expanding students' knowledge to meet NKBA's accreditation guidelines. When referring to the partnership between the institution and NKBA the *Supported* designation must be noted.
2. Full Accreditation The institution has met NKBA requirements for full accreditation. An accreditation ceremony is planned by the educational institution.
3. The College and Student Engagement Department will notify the applying school and the Representative/VP Academic Relations of the decision with regards to accreditation. Supported or accredited status announcements are sent with a press release to chapter officers.

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## Additional Outreach/Activities for NKBA Program Students

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1. VP Academic Relations extends an invitation to students to attend Chapter meetings. The Chapter Executive Committee (EXCO) will assign members to meet and greet students and guide them through the evening.
2. Know the academic calendar each college/university follows (semester, trimester, etc.). This will help you plan joint activities as you develop your own programs.
3. Meet and invite the college coordinator and faculty to your Chapter meetings. Set up the meetings for success.
  - a. Let Chapter members know when these guests will be at meetings. Ask for volunteers to help with program.
  - b. Set up for Chapter display (e.g., photo collage of activities)
    - Prepare name tags and welcome sign/banner, photo collage of Chapter activities, roster of Chapter members, samples of local design competition submissions/awards, etc.
    - Order appropriate materials from the NKBA beforehand
    - Greet and introduce guest to other members, vendors
    - Send out invitations to guests letting them know what to expect
    - Provide transportation to meeting site
    - Follow-up with a phone call to coordinator/faculty thanking them for coming and offering to answer any questions about the Chapter, etc.
  - c. Contact the college coordinator for information on the college/university (e.g., college contact, number of students, internship sites, placement of graduates)
  - d. VP Programs schedules interesting program for students.
  - e. Acknowledge guests during program.

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## Additional Outreach/Activities for NKBA Program Students- Continued

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- f. VP Academic Relations follows up with options open to college coordinator/students
    - tour options
    - local design competitions
    - invitation to coordinator to host a joint college/Chapter meeting with students participating in the planning and implementation of a program
    - industry professionals volunteering as resources for instructors and students
  4. Remind all partners of ongoing and future value of program
    - a. Value to colleges/universities with interior design programs with kitchen/bath concentration
      - research and grant opportunities
      - access to industry research and trends
      - instructor designation as Certified Kitchen/Bathroom Educator
      - local Chapter affiliation and membership/networking opportunities with professionals
      - publication opportunities in trade magazines, Association newsletters, conference publications, Web and other media
      - presentation opportunities at Kitchen & Bath Industry Show (KBIS) and the Educator's Forum held at KBIS
      - direct ties to, and networking opportunities with, industry and professionals in the field
      - annual National Kitchen & Bath Student Design Competition
      - options for specially designed programs and materials
      - annual college program coordinators' meeting held in conjunction with KBIS and NKBA
      - annual Excellence in Education Award

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## Additional Outreach/Activities for NKBA Program Students- Continued

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b. Information for students:

- enrollment in a specialized kitchen and bathroom industry program
- exposure to career opportunities
- access to Chapter functions at discounted student rate; Chapter newsletter, Web
- participation in Chapter activities, schools and educational programming and meetings
- Student Chapter formation guidelines with assistance from sponsoring Chapter
- leadership training for student Chapter officers; including nonvoting student representation on Chapter EXCO (option for Chapter)
- access to KBIS, largest kitchen & bath trade show
- networking opportunities with industry professionals; reduced time requirement for certification
- scholarships
- internship opportunities, resume and portfolio assistance and job search options
- NKBA Student Design Competition
- value of Accredited Program to industry and to members
- source of interns
- trained kitchen/bath professionals
- opportunity for industry-specific research
- demonstrated commitment to the future of the industry
- opportunities for industry to educate aspiring professionals and to demonstrate options available with industry products and services in a variety of companies serving the public
- opportunities to collaborate with academia on joint industry-related projects
- National media coverage for sponsors of accredited program activities (e.g., Educators' Forum annual meeting, scholarships, grants)

# Student Chapter Formation

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	<p>Formation of the Student Chapter is encouraged at all of NKBA's Supported/Accredited Program campuses. The goal of the Student Chapter is to:</p> <ul style="list-style-type: none"><li>• encourage involvement of students in the NKBA</li><li>• offer students a venue to network with fellow students and professionals</li><li>• establish a firm link between the educational institution and their local parent NKBA Chapters</li><li>• introduce students to the benefits of ongoing NKBA membership throughout their careers</li></ul>
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## Formation of Student Chapters:

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Step 1:	<p>The Supported/Accredited Program Coordinator will set up a meeting of the Chapter's Vice President – Academic Relations, who will serve as the primary liaison with the Chapter, and three or more students currently enrolled in the program. This group will serve as the steering committee for Student Chapter formation. The purpose of this meeting is to determine the support for formation of a Student Chapter.</p>
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Step 2:	<p>The initial organizing meeting of the Student Chapter is held with all students registered in the program along with the Program Coordinator and the Chapter's Vice President Academic Relations. Assuming there is support for formation; those attending will elect a Student Chapter President, Vice President Programs/President Elect, Secretary and Treasurer or Secretary/Treasurer. These four will be students registered in the NKBA Accredited/Supported Program. These four, plus the Program Coordinator and the Chapter Vice President -Academic Relations, will form the Student Chapter executive committee.</p>
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## Formation of Student Chapters- Continued

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<b>Step 3:</b>	The Student Chapter Executive Committee will submit a letter of notification of the Student Chapter formation to the Academic Relations Department at the NKBA and a completed Student Chapter Activity/Financial Report documenting the financial status of the chapter, name and the contact information for the Student Chapter Executive Committee members and the future activities. The Accredited Program Coordinator will be assumed to serve as the primary liaison between the NKBA and the Student Chapter and all mailed material will be sent to that individual. The Chapter Vice President Academic Relations will serve as the liaison between the Student Chapter and the Chapter. The Student Chapter executive committee shall serve as the governing body of the Student Chapter and shall meet at least three times during the school year (September through June).
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<b>Step 4:</b>	Upon receipt of the letter of notification of the Student Chapter formation and the Student Chapter Activity/Financial Report, the staff of the NKBA Student and College Engagement Relations Department will send a start-up grant to the Program Coordinator with the understanding that these funds are to be used to support the activities of the Student Chapter for networking and educational/professional development activities.
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## Student Chapter Structure and Procedures

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### **Election of Officers**

The Supported/Accredited Coordinator and the local Chapter's Vice President Academic Relations are automatically members of the Student Chapter Executive Committee. The Student Chapter must hold an election for President, Vice President Programs/President Elect, Secretary and Treasurer or Secretary/Treasurer and provide NKBA's Academic Relations Department with a completed Student Chapter Activity/Financial Report listing the Student Chapter's Executive Committee by November 30 of each school year. Election shall be by a plurality of votes of student members present at the meeting where the election is held; the meeting shall be announced to the members of the Student Chapter at least one week prior to the meeting. The officers' terms of office will be August 1 – July 31. Only student members of NKBA who are registered on at least half-time basis in the supported/accredited program are eligible for election to Student Chapter office.

### **Reporting**

In order to receive the annual Student Chapter grant (of up to \$500), the Supported/Accredited Coordinator must submit a completed Student Chapter Activity/Financial Report by June 1 of each school year. Upon receipt of this report, NKBA's Academic Relations Department will authorize the release of the Student Chapter grant for that academic year.



# Duties and Responsibilities of Student Chapter Officers

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President	<ul style="list-style-type: none"><li>• Exercise general supervision of the affairs of the Student Chapter</li><li>• Preside at meetings of the Student Chapter and the Student Chapter Executive Committee</li><li>• Ensure that the Student Chapter adheres to NKBA Bylaws and Policies</li></ul>
Vice President – Programs/President Elect	<ul style="list-style-type: none"><li>• Develop and organize educational/networking/professional development activities to benefit the members of the Student Chapter</li><li>• Coordinate with the Program Coordinator and the Chapter Vice President Academic Relations to encourage joint Chapter and Student Chapter activities</li><li>• <b>Perform the duties and exercise the powers of the Student Chapter President if he/she is unable or unavailable to fulfill his/her responsibilities</b></li></ul>
Secretary	<ul style="list-style-type: none"><li>• Take minutes of any Student Chapter Executive Committee meetings and maintain the minutes</li><li>• Preserves and maintains the records of the Student Chapter</li></ul>
Treasurer	<ul style="list-style-type: none"><li>• Supervise the financial affairs of the Student Chapter</li><li>• Provide the Program Coordinator with the information required to complete NKBA's required year-end Student Chapter Activity/Financial report</li><li>• Report financial information to the Student Chapter Executive Committee and the membership at chapter meetings</li></ul>

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## Committees

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	Subject to the approval of the Student Chapter Executive Committee, the President may establish those committees and appoint a chair, as he/she and the Executive Committee shall deem necessary. The term of the appointment shall be through the end of the academic year and the chair may be re-appointed as long as he/she remains a student within the Supported/Accredited Program
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## Meetings, Advertising, Sponsorships

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	The purpose of Student Chapter meetings is to provide informative and educational resources to members of the Student Chapters. It is strongly encouraged that at least one meeting per year be held jointly with the “parent” Chapter. Student Chapters are subject to the same limitations and restrictions on meetings, advertising and sponsorships that govern chapters and are specified elsewhere in the NKBA Governance Manual.
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## Tax Status

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	The policies governing Student Chapters tax status is identical to that of all NKBA Chapters and are specified elsewhere in the NKBA Governance Manual
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## Miscellaneous

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<p><b>Statistical Reporting:</b></p>	<p>No Student Chapter should gather statistical information or establish a statistical reporting system without first submitting the proposed program to the Director of Member Services for approval, including an outline of the information to be gathered and the mode by which the information will be disseminated.</p>
<p><b>Indebtedness:</b></p>	<p>No Student Chapter, its officers or members may create any indebtedness, which binds or obligates the Association and its members without prior written approval. In any instance where an unauthorized indebtedness is incurred, the Student Chapter, Student Chapter officers and members responsible shall indemnify and hold harmless the Association.</p>
<p><b>Disbursement of Student Chapter Funds:</b></p>	<p>All checks and drafts disbursing Student Chapter funds must have the signatures of two Student Chapter Executive Committee members, one of which must be the School Coordinator</p>