

Communication Committee

The Communications Committee manages all forms of communication to the IDEC membership.

Committee Composition & Appointments

Chair: The chair of the Communications Committee is appointed by IDEC; the chair appoints committee members.

Term (for all positions): 2 years (May serve for two consecutive terms for a total of 4 years)

Responsibilities begin May 1 of the appropriate year and run until April 30.

Committee Members: President-Elect serves as a liaison to the Communication Committee. A minimum of 4 and maximum of 10 members may serve on the committee.

Members include, but are not limited to:

- IDEC Newsletter/Exchange Editor-in-Chief
- IDEC Newsletter/Exchange Editorial Team
- IDEC Conference Communications Chair
- IDEC Social Networking Chair
- IDEC Blog Master
- Other members as deemed necessary

IDEC Staff: The IDEC Staff member responsible for communications serves as a liaison to the committee.

Responsibilities and Duties

- Communications Committee Chair oversees the committee and convenes the meetings of the committee.
- Chair reports the activities of the committee to the IDEC Board of Directors twice per year prior to annual conference
- Committee works to strengthen the lines of communication between IDEC and members, other educators, practitioners, educational institutions, and other organizations concerned with interior design education.
- Work with IDEC Headquarters to enhance communication to members IDEC.
- The committee promotes the dissemination of information through the following sources:
 - IDEC Website
 - The IDEC Newsletter
 - The eNews, IDEC's email communication IDEC Listserv
 - IDEC's Social Networking vehicles
 - Career Guides.
 - Annual Conference
 - Information Miscellaneous publications.

Programs, Events, & Committees

- IDEC Web Site
- IDEC Exchange
- IDEC eNews

Timeline

- **Weekly** – review eNews for content
- **Quarterly** – committee conference calls
- **March** – Annual Conference – face-to-face meeting

IDEC Website

- The IDEC website is maintained by the IDEC webmaster in cooperation with a member of the Communications Committee and IDEC Headquarters.
- The website contains all essential information about IDEC so that members and non-members may access this information. The website is updated on a regular basis and reviewed by the committee twice per year.
- The "members-only" portion of the website is available via a password.
- The website also includes links to individual schools that have IDEC members.
- Schools are responsible for ensuring that IDEC has the correct address for each school.

The Newsletter (Exchange)

- The Editor-in-Chief of the IDEC Newsletter is appointed by the IDEC President and serves a two-year term.
- The Editor-in-Chief works directly with the editorial team, reporters, and IDEC Headquarters in the production of the IDEC Newsletter.
- The Newsletter Team consists of the Editor-in-Chief, an editorial team, and reporters as deemed necessary by the Editor-in-Chief.
- A 'Call' for Editorial Team members and Reporters will be sent to all IDEC members with applicants reviewed and selected by the Editor-in-Chief and the Communications Committee Chair.
- The IDEC Newsletter is distributed via email and the Internet two times per year.
- The contents of the IDEC Newsletter will also be posted on the IDEC website.
- Members and IDEC leadership are encouraged to submit information to be published in the IDEC Newsletter.

The e-News

The e-News is an abbreviated emailed news brief sent to the membership weekly. It is prepared by an outside vendor in collaboration with an IDEC staff member and is distributed with approval by Executive Director and/or the Communication Committee Chair.

The Listserv

The IDEC Listserv is an efficient way for members to disseminate information to large numbers of people and hold long-distance discussions among many people. The aim of the listserv is to facilitate and encourage the free flow of information necessary to maintain an informed membership community. As such, IDEC members are expected to be respectful, professional, and courteous in their use of the listserv resource. This includes refraining from the obvious – use of defamatory language, harassment, dissemination of copyrighted materials – but also the subtler gray areas within our professional endeavors. IDEC members are encouraged to post:

- Announcements – timely and useful information of general interest to the IDEC community
- Discussion – topical and scholarly exchange among colleagues

Responsibilities

IDEC is not responsible for the opinions and information posted on the listserv. IDEC reserves the right to monitor the listserv and to restrict dissemination of opinions and information violating the listserv policy.

Members cannot post commercial material, messages to advertise, sell, solicit, or promote any of the following:

- Job openings
- Textbooks and other for-profit classroom resources
- Commercial material, or contact any member to advertise, sell, or solicit or otherwise promote any commercial product or service
- Any personal business
- Additionally, it is important to differentiate when it is appropriate to reply to the entire listserv versus to directly to an individual posting information.

Further Information

If you have questions, or would like further clarification of the above guidelines, please contact info@idec.org.

Social Networking

The Interior Design Educators Council's (IDEC) social network participation includes: Facebook, LinkedIn, Twitter, and the IDEC Connect blog, and offers an informal platform for IDEC members, interior design students, the design industry and the public to connect. The aim of IDEC social networking is to facilitate and encourage the free flow of information and opinions necessary to maintain a strong membership community. Participants are encouraged to respectfully post information that can be of interest to others and actively engage in discussions.

Scope

The scope of this policy includes all IDEC-authorized social networks including but not limited to:

- Facebook (<http://www.facebook.com/idecorg>)
- LinkedIn (http://www.linkedin.com/groups?gid=969667&trk=hb_side_g)
- Twitter (<http://www.twitter.com/idecorg>)
- Blog (<http://www.idec.org/idecconnect/>)

This policy is not intended to mediate unofficial “fan” pages and other social networking forums that may involve IDEC member participation.

Responsibilities

Participants of IDEC social networks are expected to be respectful, professional, and courteous, as detailed in the IDEC Code of Ethics. This includes refraining from defamatory language, harassment, and dissemination of copyrighted materials. Social networking sites are a public forum, allow others to share their perspectives. Additionally, please refrain from posting contact information or other strictly personal information about yourself or others. IDEC encourages conversations that may require exchange of such information to take place outside of the boundaries of the organization's social networks.

IDEC is not responsible for the opinions and information posted by IDEC members or other participants of IDEC social networking. However, IDEC reserves the right to monitor postings and discussions, and to restrict dissemination of opinions and information violating this policy.

Further Information

If you have questions, or would like further clarification of the above guidelines, please contact info@idec.org

Career Guides

- The Career Guide is written and published by IDEC and are often used by educators and practitioners to explain the profession.
- A member of the Communications Committee has the responsibility of periodically reviewing the Career Guide to ensure that it accurately reflects the profession.
- Career Guides can be purchased from IDEC Headquarters.