

Director-at-Large, Regions

The director serves as liaison to the [Regional Chairs](#). She/he serves as vision entity on matters related to the regions.

Election & Term of Service

Election: Elected by the membership

Term: 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. New officers attend the March Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

Time Commitment: 2-5 hours per week

Responsibilities and Duties

- She/he calls for reports and budgets from the [Regional Chairs](#)
- Collaborates with Regional Chair elect to mentor him/her into leadership position.
- Will delegate responsibilities and duties of Director role as necessary to increase efficiency within regions
- Appoints the Student Design Competition Coordinator
- Works with Regional Chairs to identify Membership liaison and Nominating committee delegate for each region
- Offers leadership training or appoints someone to train Regional Chairs at Annual Conference
- Works with the regional chairs on the selection of “IDEC Awards of Excellence” at the IDEC Annual Conference to include:
 - Best Presentation
 - Best Poster
 - Member’s Choice Best Presentation
 - Member’s Choice Best Creative Scholarship
- She/he calls on Regional Chairs for updates to the Regional Chair Policies and Procedures including the [Regional Conference](#).

Programs, Events, & Committees

- Membership Committee
- Nominating Committee
- Regional Chairs
 - Regional Conference
 - Student Competition
- Annual Conference
 - Reviewers in collaboration with Regional Chairs
 - IDEC Annual Conference Awards
 - Nominating delegate
 - Training
- Budget Submission

Timeline

- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Regional Chairs
- **January**
 - Work with Regional Chairs to identify members from region to serve as reviewers for the IDEC Annual Conference Awards
 - Draft copy of upcoming year's Student Competition should be in initial stages
 - Verify that the Regional Student Competition Coordinator has contacted all regions for names of winners to be juried at national level
 - Email regional membership the names of winning entries (undergraduate/graduate)
 - Contact IDEC Headquarters with final list of names/schools/regions for conference display
- **February**
 - Verify that the Student Competition Coordinator has organized for the finalist to be juried for the annual conference
 - Contact Regional Chairs to prepare budget for fall regional conference, finalize call for fall regional meeting and regional presentations
 - Review each Region's budget prior to Annual Conference
 - Contact Regional Chairs to prepare Annual Business meeting agenda for Annual Conference
 - Finalize upcoming student competition to be reviewed by BOD at Annual Conference
 - Incoming Student Competition Coordinator distributes proposed Student Competition to Regional Chairs (current/incoming) and Director of Regions for review and approval
- **March – Annual Conference**
 - Student Competition forwarded to IDEC BOD for approval
 - Provide Regional Chairs with materials/slide templates to run annual business meeting for his/her region
 - Provide leadership training for Regional Chairs
 - Provide assistances with IDEC Annual Conference Awards review as needed
 - Work with Regional Chairs to identify nomination delegate from region to serve on [Nomination Committee](#) and membership chair
- **April**
 - Regional Call for Abstracts and Creative scholarship posted online and distributed to membership
- **May – June**
 - Submission Deadline for Regional Abstract/Creative Call (May1)
 - IDEC Headquarters manages online system and deploys to reviewers
 - Reviews completed (May 27)
 - All scores of reviewed abstracts/creative scholarship are posted back to Regional Chair/Coordinator from IDEC Headquarters (June 5)
 - Electronic notification regarding acceptance/non-acceptance to fall regional meeting (June 15)
 - Finalize regional meeting plans with conference host
 - Collaborate with IDEC Headquarters and conference host on final online registration processes.
 - Student Competition Posted

- Draft copy of regional proceedings prepared by Regional Chair or Regional Proceedings Coordinator (June 30)
- **July**
 - Continue to finalize regional meeting plans with conference host
 - Regional Conference Registration goes live
 - BOD Meeting
- **August**
 - Student Competition is posted through eNews to encourage participation
- **September-October**
 - Regional Conferences
 - Identify location for subsequent conference
- **November**
 - Finalizing Regional Proceedings for Posting to IDEC Website
 - Collaborate with Membership Liaison and Regional Membership Coordinator in membership renewal/retention
- **December**
 - Incoming Regional Chairs begin transition to position and working with current RC to develop Budgets and prepare call for fall regional meeting and presentations.
 - Identify Student Competition Coordinator