

Regional Chair

There is one Regional Chair for each region of IDEC who guides and directs the business of the region and reports activities of the region to the [Director of Regions](#). Regional Chairs are elected biannually from the professional members of the region. The Regional Chairs serve staggered two- year terms with the election of the East, Midwest, and Southwest Chairs occurring in even numbered years and the election of the South and Pacific West Regional Chairs occurring in odd-numbered years. Regional Chairs who move out of their region during their term of office are replaced. The President, with approval of the Board, appoints a new Regional Chair for the remainder of the term.

Election & Term of Service

Election: Elected by the membership. Can be reelected for a second term.

Term: 2-year term, plus 1 year director elect. Responsibilities begin May 1 of the appropriate year and run until April 30. Incoming officers will work with outgoing Regional Chairs in February prior to the beginning of their term of office to develop their region’s budget and calls for upcoming regional conference.

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.

Flow of Position – Begins 2020

Term: 1-year term as Regional Chair-Elect; 2-year term as Regional Chair

Year 1	Year 2	Year 3	Year 4	Year 5
Chair				
Chair-elect	Chair	Chair		
		Chair-Elect	Chair	Chair

Responsibilities begin May 1 of the appropriate year and run until April 30. Incoming officers will work with outgoing Regional Chairs in February/year in advance prior to the beginning of their term of office to develop their region’s budget and calls for upcoming regional conference. New officers attend the Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

Time Commitment: 5-8 hours on average per week

Responsibilities and Duties

Communications

- Maintain communications with regional members. This is accomplished through the, “membership” section of the IDEC website, eNews, the regional listserv, etc.
- Assist Membership Committee Chair by contacting regional colleagues who did not renew their IDEC membership and sending letters of encouragement.
- Communicate with the Board of Directors by means of a written report, IDEC website, and through the Director of Regions dropbox and attending monthly zoom meetings.
- Keep channels of communication open with practitioner organizations in the region – IIDA, ASID, AIA, etc. This may be accomplished by attending meetings, sending copies of regional newsletters, and inviting practitioner organizations to regional meetings.
- Communicate with other Regional Chairs.

- Regional Chairs are required to attend annual meeting.
- Regional Chairs should meet at least once as a group during the Annual Conference to facilitate shared responsibilities and determine membership issues.
- Communicate with other Regional Chairs through monthly zoom meetings.
- Forward issues at the regional level to Director of Regions.
- Appoint a representative from each region to serve on the nominating committee.
- Coordinate activities through the Regional Council Collaborative. The Regional council is developed under the guidance of the Regional Chair and Director of Regions. Regional activity is considered the indispensable grass roots of the organization. Each region chair will recruit members from their region to support regional as well as national/international efforts. Roles of the “regional council” could include but are not limited to: Regional Conference Coordinator/Hosts, Regional Scholarship/Proceedings Coordinator, Regional Creative Scholarship Coordinator, Nominating committee Member, Regional IDEC Newsletter/Communications Liaison, Grants Committee Member, Regional Student Competition Coordinator, Membership coordinator and additional groups as designated by region.

Policy for Covering Costs Associated with Regional Chair Duties

- IDEC supports its leaders by covering or reimbursing specific expenses that would be incurred in addition to attendance at other regular IDEC activities. For the Regional Chairs, this includes coverage of the additional night lodging required to attend meetings prior to the annual conference. No travel costs are covered for traveling to the Annual conference. Lodging costs are covered by the bookings made through the IDEC staff and will be at the conference hotel venues. Regional Chairs will cover other costs associated with attending the annual conference in the same manner as required by other members of IDEC.
- Regional Chairs are allocated up to \$500 travel plus registration fees for regional conference.

Financial

- Each Regional Chair shall submit a budget to the Director of Regions for review and approval by the Regional Membership and Board of Directors at the Annual Conference. The budget shall allow for expenses related to the Regional Chair’s required attendance at the Regional Conference (in the fall), as well as expenses anticipated to cover Regional activities and initiatives Rough draft due at Annual Meeting
- Administer the budget of the region. **Each region and its activities should be self-sustaining.**
 - The Regional Chair shall work with regional members to develop a strategic plan for upcoming fiscal year. If strategic plan requires monetary support, budgetary request must be included in yearly budget request for approval by Regional membership and Board of Directors.
- The Regional Chair will receive a summary of expenses/income from the IDEC Executive Director.
- Part of maintaining the fiduciary responsibility for the region is overseeing the regional conference budget. The regional conference coordinator/host, in cooperation with the Regional Chair, should create all conference budgets. No expenses are authorized without the expressed consent of the Regional Chair. **Contracts for any portion of the regional conference are to be reviewed and executed by the IDEC Executive Director.**

- All funds collected at the regional level are forwarded to the IDEC Headquarters. Separate accounts through institutions or personal avenues are illegal.

Regional Conference (refer to Regional Conference Committee.

- The location of the fall Regional Conference is determined by the Regional Chair and/or members in that region. A Regional Conference host is typically solicited two years prior Regional Conference. Most regions plan three years out, to allow sufficient training.
 - The Regional Meeting host tasks include 1) determining accommodations at the meeting site; 2) developing registration materials; 3) identifying theme of meeting; 4) developing a realistic meeting budget; 5) inviting a keynote speaker, if desired; and 6) creating a meeting agenda.
 - The Regional Chairs tasks include 1) developing and facilitating a business meeting agenda, and 2) approving meeting decisions as developed by the host. And overseeing the proposed budget.
- A Regional Conference is typically composed of a business meeting, abstracts, posters, speakers, teaching forums, creative scholarship, and public forums. Alternative formats are acceptable and must be approved by the Regional Chair. The meeting schedule is determined by the Regional Chair and meeting host.
 - Reviewers of the Regional Conferences will be handled by The Director of Scholarships Review Committee Chair. The Regional Creative Scholarship Coordinator will work to enlist members of their region to go through training to be a reviewer. Regional and Annual Reviewer.
 - The Regional Chair and Regional Conference Coordinator/Host will solicit names for reviewers within the region to be submitted to the Director of Scholarship. An approximate number of submissions will be identified and the Scholarship Review Committee chair will provide the number of presenters/ Posters accepted.
- The Call for Presentations follows the criteria and format used for the Annual Conference. Reviewers of the regional conference submissions & annual conference submission must go through training prior.
- The proceedings of the Regional Conference will be published and distributed to regional members and posted on the IDEC web site. The Regional Creative Scholarship Coordinator will work with the Executive Director to review submissions, assure all presented, and confirm names and titles. It is their responsibility to have the proceedings posted within two months of the regional conference.
- Due to the size or geography of some regions, IDEC members may choose to attend a Regional Conference outside their region. Therefore, publicity for a Regional Conference is disseminated to all IDEC members. Members can only present and publish the same presentation in one region.
- The spring Regional Business Meeting is held in conjunction with the Annual Conference. Agendas are determined prior to the meeting.

Student Competition (coordinated by Regional Chairs)

- The Director of Regions appoints the Student Competition Coordinator from the Regional Chairs. The Regional Chairs serve as the members of the Annual Student Competition and coordinate the IDEC Student Competition within their regions.
- The Directors over the Student Competition will launch student competition by July 1st each year. Prior to the launching the competition must be approved by the BOR. A

rough draft of the proposal must be provided to the Director of Regions prior to the annual meeting.

- The Directors over the incoming Student Competition will provide a brief teaser for the next year’s competition at the annual conference.
- The Past Directors over the Student Competition will announce the top winners during the annual conference.
- Note: The IDEC Student Competition, at the regional level, can be delegated to a member within that individual region. See Student Competition for more details. An award or certificate or letter of congratulations can be given at the regional level by the Regional Chair.
- The Regional Student Competition Coordinators and Directors over Student Competition coordinators will print and hang the winners during annual.

Annual Conference Presentation Awards

- The Regional Chairs are responsible for sponsoring five awards given at the annual conference;
 - IDEC Award of Excellence – Best SODR Presentation,
 - IDEC Award of Excellence – Best SOTL Presentation,
 - IDEC Award of Excellence – Best Poster,
 - IDEC Award of Excellence – Graduate Best Presentation,
 - IDEC Award of Excellence – Best Creative Scholarship Presentation,
 - IDEC Award of Excellence – Member’s Choice Best Presentation Award, and
 - IDEC Award of Excellence – Member’s Choice Best Creative Scholarship Award.
- In collaboration with the Director of Regions and Headquarters, Regional Chairs are responsible for identify members attending annual conference to serve as reviewers for the Annual Conference Presentation Awards. Names, emails and phone numbers plus days of attendance should be provided two weeks prior to annual.

Example:

Name	Email	Cell	Itinerary	Notes
Jane Doe	JDoe@siu.edu	(603) 987-7999	Wed – Sat.	
Joe Doe	JDDoe@SNS.edu	423.455.4459	Did not provide	Willing but will step aside if there are enough others

- These awards acknowledge quality scholarship and presentation at the Annual Conference and are presented at the Annual Conference. Administering the final selection process for these awards is the responsibility of the Regional Chairs in conjunction with the IDEC staff. The selection procedure for each award differs.
- The awards are selected based on the following criteria:
 - **The IDEC Award of Excellence – Best SODR Presentation and Best SOTL Presentation** are based on reviews conducted by the conference paper reviewers in coordination with the Chair of the Annual Conference Call for Presentations. Presentations eligible for these awards are those identified by the Presentation Review Coordinator as one of the top ten submissions. Once the top ten submissions have been selected, the next step involves the review of these presentations at the conference. These reviews are conducted by selected IDEC members at the Annual Conference. The Regional Chairs are responsible for selecting the reviewers of this second phase prior to the Annual Conference and

coordinating the results of the review. Multiple awards for Best Presentation may be made based on reviewers' scores.

- **The IDEC Award of Excellence – Best Poster Presentation** is based on reviews conducted by the conference poster reviewers in coordination with the Chair of the Annual Conference Call for Presentations. Posters eligible for these awards are those identified by the Presentation Review Coordinator as one of the top ten submissions. Reviewers are selected by the Regional Chairs. Regional Chairs are responsible for tallying the results and announcing the award at the Annual Conference. Based on the number of Posters presented as well as the reviewers' scores, the Regional Chairs reserve the right to not make an award in this category or to make multiple awards if warranted by reviewers' scores.
- **The IDEC Award of Excellence – Graduate Student Best Presentation** is based on reviews conducted by the conference paper reviewers in coordination with the Chair of the Annual Conference Call for Presentations. Presentations eligible for these awards are those identified by the Presentation Review Coordinator as one of the top five graduate submissions. Presentations may be from SOTL or SODR. These reviews are conducted by selected IDEC members at the Annual Conference. The Regional Chairs are responsible for selecting the reviewers of this second phase prior to the Annual Conference and coordinating the results of the review.
- **The IDEC Award of Excellence – Best Creative Scholarship Presentation** is based on reviews conducted by the conference paper reviewers in coordination with the Chair of the Annual Conference Call for Presentations. Presentations eligible for these awards are those identified by the Presentation Review Coordinator as one of the top five creative scholarship submissions. These reviews are conducted by selected IDEC members at the Annual Conference. The Regional Chairs are responsible for selecting the reviewers of this second phase prior to the Annual Conference and coordinating the results of the review.
- **The IDEC Award of Excellence – Member's Choice Best Presentation and Member's Choice Best Creative Scholarship** are based on the vote of those in attendance at the annual conference. Each conference attendee will have the opportunity to vote for the best presentation and best creative scholarship. The Regional Chairs will provide a ballot that includes all the presenter's names and the titles of the presentations. Instructions for casting a vote and the deadline for voting will be provided with the registration material given to each conference attendee. Ballots will be counted and the awards given at the end of the conference.
- *Note: If the Best Presentation Award recipient is also the same person who receives the Member's Choice Award, then they will receive both awards.*



Programs, Events, & Committees

- **Monthly** – Participate in conference calls with Director of Regions and Regional Chairs
- **January**
 - Directors of Next year’s student competition work in finalizing the competition.
 - Directors work with upcoming regional host to compile a budget for the upcoming regional conference. (review past regional budgets)
 - Directors work in determining conference host for upcoming regional conference.
 - Contact Regional Student Competition Coordinator for names of winners to be juried at national level
 - Email regional membership the names of winning entries (undergraduate/graduate) All Directors to create a certificate to be given to regional winners.
- **February**
 - Identify members from region to serve as reviewers for the IDEC Annual Conference Awards. Send list with form to Director of Regions
 - Prepare budget for fall regional conference, finalize call for fall regional meeting and regional presentations
 - Prepare Annual Business meeting agenda for annual conference
 - Contact Regional Student Competition Coordinator for names of winners to be juried at national level
 - Email regional membership the names of winning entries (undergraduate/graduate)
- **March – Annual Conference**
 - Run annual business meeting for his/her region
 - Review Regional Committees and elect or appoint members. (2 year rotation)
 - Present regional budget to membership for approval; present fall conference location.
 - Host of fall conference prepare a teaser about the conference, with dates and give theme.
 - Identify nomination delegate from region to serve on Nomination Committee
 - Attend leadership training for Regional Chairs
 - Finalize upcoming student competition
 - Provide assistances with IDEC Annual Conference Awards review as needed
 - Solicit reviewers by encouraging them to submit their name for reviewer training.
 - By March 20th provide Director of Regions – Committee list with terms.
- **April**
 - Calls for abstracts and creative scholarship (panels, PK if applicable) for fall meeting posted online and distributed to membership

- Send reminders to regional membership
- Attend monthly virtual directors meeting
- Work with Director of Regions and IDEC Headquarters on registration format.
- **May**
 - Send reminders to regional membership of deadlines.
 - Submission Deadline for Regional Abstract/Creative Call (May20)
 - Collaborate with IDEC Headquarters and conference host on final online registration processes.
 - Post on IDEC website: Date, location, Hotel, and theme by May 15
- **June**
 - Student Competition Posted – June 1
 - Launch Registration for Regions. Place/Location, Date, Hotel Information, Registration Fee. (June 1)
 - IDEC Headquarters manages online system and deploys to reviewers
 - Reviews completed (June 20)
 - Finalize regional meeting plans with conference host.
 - All scores of reviewed abstracts/creative scholarship are posted back to Regional Chair/Coordinator from Scholarship Committee via IDEC Headquarters (June 25-28)
- **July**
 - Electronic notification regarding acceptance/non-acceptance to fall regional meeting (July 1-3)
 - Finalize regional meeting plans with conference host
 - Continue to finalize regional meeting plans with conference host and finalize sponsors
 - Keep up with Regional Conference Registrations and send out bi-weekly reminders.
 - Draft copy of regional proceedings prepared by Regional Chair or Regional Proceedings Coordinator can begin with submissions accepted.
 - Full agenda of Regional Conferences posted July 15th.
- **August**
 - Student Competition reminder posted through, all Directors email & eNews to encourage participation
- **September-October**
 - Regional Conferences
 - Identify location for subsequent conferences for the next two years.
 - Draft copy of regional proceedings prepared by Regional Chair or Regional Proceedings Coordinator
- **November**
 - Finalizing Regional Proceedings for Posting to IDEC Website
 - Collaborate with Membership Liaison and Regional Membership Coordinator in membership renewal/retention
 - Review and make suggestions with past and future conference host and regional chair for changes to regional conferences.
- **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 for the next year.