

# Governance

## Board of Directors

The Board of Directors is responsible for determining policy, advancing and protecting the mission of IDEC, and strategically planning to achieve the vision of the organization. The Board meets face-to-face at least twice annually to conduct the business of IDEC. One meeting is in conjunction with the annual conference; a second meeting is generally in the summer, and other times as necessary, usually via conference call.

The IDEC Board of Directors is composed of the elected offices of Past President, President, President Elect, Secretary/Treasurer, four Directors. The Executive Director also serves on the Board as a non-voting member.

Term of office varies according to position. However, responsibilities begin May 1 of the appropriate year and run until April 30. New officers attend the Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

## Statement of Role and Responsibilities

Each member of the Board of Directors receives and is asked to sign off on the following statement of roles and responsibilities in each year of their service to the Board:

- Abide by the Mission, Bylaws and policies of IDEC, including the Code of Ethics.
- Be an advocate of the Mission, Core Values, and Vision.
- Actively foster a clear understanding of the organization, its direction, and its leadership decisions among the membership; promote and facilitate open lines of communication. Maintain the confidentiality of information so designated by IDEC and release its content only with the express authorization of IDEC or as required by law.
- Be well-informed regarding current and emerging issues within the profession and IDEC. Prepare for, attend, and engage in thoughtful, objective participation in all Board and other meetings and work groups as assigned.
- Publicize the value and work of IDEC; broaden interest in the Interior Design Educator's Council by using opportunities to explain its mission and services to relevant audiences.
- Be loyal to the organization, its staff, and other volunteer leaders. Be tolerant of differences of opinion but recognize that after IDEC Board discussion on an issue has concluded and a decision reached, Board members must speak with one voice. Support Board actions publicly. Actively participate and maintain participation in the meetings and activities of IDEC. Complete tasks assigned to one's responsibility and positively engage with others in their completion as appropriate.
- Serve IDEC by representing it during official activities and not engaging in self promotion during official events.
- Be cognizant of, and seek to understand, the special interest, legal, and other factors that may affect IDEC policy and position.
- Participate in the development of policy and issues positions in the context of fulfilling the Mission.

## **Policy for Covering Costs Associated with Required Leadership 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 Board of Directors, this includes coverage of travel, lodging and meal costs for attending the summer board retreat, and additional nights lodging and meals required to attend board meetings prior to the annual conference. No travel costs are covered for traveling to the annual conference. Travel is reimbursed at economy class rates for airfare and at standard government rates for mileage reimbursement. Lodging costs are covered by the bookings made through the IDEC staff and will be at the conference hotel venues. Board members will cover other costs associated with attending the annual conference in the same manner as required by other members of IDEC.