

Director-at-Large, Scholarship Collaborative

The Director of the Scholarship Collaborative serves as the visioning entity on matters related to IDEC Scholarship and works with the Scholarship Collaborative to direct those visions.

Election & Term of Service

Election: Elected by the membership; occurring in even numbered years

Term: 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. 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: Two hours per week. Time is more demanding during the abstract review process for conference and the weeks prior to the annual conference and board retreat (approximately 8 to 10 hours per week).

Responsibilities and Duties

- Serves on the Board of Directors and carries out Board responsibilities.
- Grassroots/collaborative groups submit proposals to the Board through Director of the Scholarship Collaborative
- Director of the Scholarship Collaborative attends collaborative meetings whenever possible
- Director of the Scholarship Collaborative is generally knowledgeable about the activities and proposals of groups in his/her area of responsibility for IDEC Board reference
- Director represents the Scholarship Collaborative during IDEC Board visioning

Programs, Events, & Committees

- [JID Board & Editors](#)
- Scholarship Collaborative Coordinator
 - [Conference Proceedings Coordinator](#) & Committee
 - [Abstract Review Coordinator & Reviewers](#)
 - [Creative Scholarship Coordinator](#) & Jurors
 - [Annual Conference Awards of Excellence](#)
- Grants Committee

Timeline

- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Scholarship Collaborative
- **May** – Scholarship Coordinators works with IDEC headquarters and conference committee to establish calendar for Scholarship call.
- **June** – Proposals with yearly operating budget requests due from committees, collaborative Scholarship coordinator, including any strategic initiatives – for review by IDEC Board at July Meeting
- **June** – Annual Conference Call for Presentations and Call for Creative Scholarship Distributed
- **July** – BOD Retreat; decisions made on Strategic Initiative Funding

- **September** – Call for Interim reports from all work groups
- **September** – Submissions for all Scholarship Due.
- **October (mid/late)** – Committees, Collaborative Coordinators and any other leadership entities submit interim reports to IDEC headquarters for review by BOD on November call
- **December** – Annual Conference Presentation notification of acceptance or rejection sent
- **Late Winter/Early Spring** – Creative Scholarship Coordinator and Abstract Review Coordinator coordinates with conference committee and IDEC Headquarters in preparing schedule for Creative Scholarship Presentations and SOTL and SODR Presentations.
- **January** – Finalize top ten abstract and poster submissions to be reviewed for IDEC Award of Excellence Presentation Awards
- **February 1** – Special Projects Grant Winners notified; IDEC Headquarters and Treasurer notified and letters of agreement mailed
- **February (mid/late)** – Boards, Committees, Collaborative Coordinators, and any other leadership entities submit annual reports to IDEC Headquarters for review at March BOD meeting
- **Within One Month of Conference** – RFP for Special Projects
- **March** – Annual Conference
 - New goals and/or initiative proposals due
 - BOD Meeting; Strategic Planning
 - Special Project Grant Recipients announced to IDEC membership; Checks distributed; RFP for next year announced as reminder
 - Announcement of Scholarship Award Winners at Conference
- **March** – Release Strategic Plan to BOD, Boards, Committees, Collaborative Coordinators, and any other leadership entities
- **Immediately following Conference** - Special Projects Grant recipients and IDEC Award winners announced to the IDEC Membership via Newsletter and the e-NEWS