

## President-Elect

The President-Elect serves as the Chief Executive Assistant of IDEC, and in the absence or disability of the President, performs the duties and exercises power of the President.

## Election & Term of Service

**Election:** Elected by the membership

**Term:** 1 year (1 year as President-Elect, followed by 1 year as President, followed by 1 year as Past-President)

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:** 5 hours per week

## Responsibilities and Duties

- Serves on the Board of Directors and carries out Board responsibilities.
- Serves as delegate of the President at the request of the President.
- Performs duties and exercises power of the office of the President in the absence or disability of the President.
- With the assistance of IDEC staff, maintains the bylaws and submits proposed bylaws revisions to the Board and subsequently to the membership. Prepares goals and objectives for the term as President of IDEC.
- Serves as a representative to the Issues Forum.
- Serves as IDEC Board liaison to the [Communications Committee](#).
- Performs duties associated with other tasks and initiatives as identified by the President and/or the IDEC Board.
- Serves as representative to the Issues Forum with the President.
- Serves as a member of the [Finance Committee](#).

## Programs, Events, & Committees

- Communication Committee
  - [IDEC Exchange](#)
  - eNews
    - Weekly
    - IDEC staff puts together the IDEC-related items for the top half of eNews.
    - The purpose of IDEC eNews is to serve as a “reminder” of upcoming events – also included is information announced via an individual eblast (avoid releasing new IDEC information through this vehicle).
    - Remainder of eNews consists of design-related articles. The IDEC staff leans heavily on the professional experts to let MultiView know if the article subjects meet the mark. If they don't, they are revised before distribution to membership.
    - Each Wednesday, IDEC staff member sends MultiView IDEC materials for inclusion in eNews (prior to the upcoming week). From there, she will

send out a test version of the email to the communication committee for review/approval. After any/all comments or suggestions are made, MultiView will release the email once getting majority approval to do so.

- This process occurs each week.
- [I&S](#)

## Timeline

- **July** – Board Retreat
- **September** - Collaborate with Director – Teaching Collaborative to Identify Authors/Topics from Regional Conference for Interiors & Sources Editorial Calendar
- **Winter** - President Retreat
- **Mar** – Board Meeting at Annual Conference
- **March/April** – Collaborate with Director – Teaching Collaborative to Identify Authors/Topics from Annual Conference for Interiors & Sources Editorial Calendar
- **Weekly** review eNews
- **Weekly** conference call with President, President-Elect and Executive Director
- **Monthly** conference call with Board of Directors