

Regional Directors

The region director serves as liaison to the membership of their region. 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.

Regional Directors Elect

The region director elect serves as liaison to the membership of their region. She/he serves as vision entity on matters related to the regions. Work alongside regional director, attend regional conferences and monthly meetings of directors. Goal is to have an understanding of regions along with the functionality of IDEC.

Term: 1-2 year as Elect. Responsibilities begin May 1 of the appropriate year and run until April 30, till you step up to the regional director's position.

Time Commitment: 1-4 hours average per week

Responsibilities and Duties

- She/he reports along with budgets to the Director of Regions
- 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
- Regional directors have the opportunity to serve Student Design Competition Co-Coordinator
- Works with Regional Chairs to identify Membership liaison and Nominating committee delegate for each region
- Offers leadership training to elected committee chairs
- Works with the Director of Regions on the selection of "IDEC Awards of Excellence" at the IDEC Annual Conference by assisting in securing secret reviewers
- Best Presentation
- Best Poster
- Member's Choice Best Presentation
- Member's Choice Best Creative Scholarship
- Submits ideas to Director of Regions on Regional Chairs 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 to committees
- Budget Submission

Timeline

- **Monthly** conference call with Board of Directors and Director of Regions
- **January**
 - Work with Regional Chairs to finalize members from region to serve as reviewers for the IDEC Annual Conference Awards provide name to Director of Regions.
 - 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. Regional Director send a letter of congratulations to regional winners.
 - Email regional membership the names of winning entries (undergraduate/graduate)
 - Get pictures of regional winners and send to communication director.
 - Contact IDEC Headquarters and Student competition coordinators 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 before the annual conference
 - Regional Chairs invite faculty and students to awards ceremony
 - Regional Chairs to prepare budget for fall regional conference, finalize call for fall regional meeting and regional presentations
 - Review Region's budget prior to Annual Conference with conference chairs
 - Provide Director agenda items for Annual Business meeting 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
 - Prepare materials/slide templates to run annual business meeting for his/her region
 - Provide leadership training for Committee chairs
 - Provide assistances with IDEC Annual Conference Awards review as needed
 - Work with region to identify nomination delegate from region to serve on [Nomination Committee](#), membership chair, plus all other committees
- **April**
 - Regional Call for Abstracts and Creative scholarship posted online and distributed to membership.
 - Directors encourage submissions to regional membership
- **May – June**
 - Submission Deadline for Regional Abstract/Creative Call (May30)
 - IDEC Headquarters manages online system with reviewer chairs and deploys to reviewers (June 1)
 - Reviews completed (June 27)

- Student Competition Posted (June 1)
- **July**
 - Directors of Regions complete reviews for any submissions without 3 reviews by July 7th/8th.
 - All scores of reviewed abstracts/creative scholarship are posted back to Regional Chair/Coordinator from IDEC Headquarters, individual meetings with Director of Region will be coordinated. (July 9th -10th)
 - Electronic notification regarding acceptance/non-acceptance to fall regional meeting (July 11-13)
 - Finalize regional meeting plans with conference host (July 13-19)
 - Collaborate with Director of Regions, then IDEC Headquarters and conference host on final online registration processes. State all accepted submission must register for regional conferences by Sept. 20th
 - Continue to finalize regional meeting plans with conference host: Post Agenda July 19-25th
 - Regional Conference Registration goes live: Last week of July.
 - Monthly Meeting with Director of Regions and Directors plus Director Elects.
- **August**
 - Student Competition is posted through eNews to encourage participation
 - Collaborate with Membership Liaison and Regional Membership Coordinator in membership renewal/retention
- **September-October**
 - Regional Conferences
 - Identify location for subsequent conference. (2 years out)
 - Identify persons from each region for secret reviewers at annual.
 - regional proceedings prepared by Regional Proceedings Coordinator reviewed and confirm all authors, and abstracts
- **November**
 - Finalizing Regional Proceedings for Posting to IDEC Website
- **December**
 - Incoming Regional Chairs elect and chairs begin transition to position and working with current RC to develop Budgets and prepare call for fall regional meeting and presentations.