

## SERVICE COLLABORATIVE COORDINATOR

The Service Collaborative Coordinator provides leadership for the service collaborative whose main focus is to support and enhance the service component of each IDEC member's daily work life.

### Appointment & Term of Service

**Appointment:** Appointed by the IDEC Board

**Term:** 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed for 2 consecutive terms.

**Time Commitment:** 5 hours per week

### Responsibilities and Duties

- Facilitate communication within each collaborative area
- Develops service initiatives, administers Service Awards, develops leadership programs
- Facilitate potential coordination and connections within and between collaborative areas and, as appropriate, external constituents
- Facilitate formative ideas, ideas, issues or initiatives within the collaborative
- Communicate specific directives from the IDEC Board through Directors to collaborative and the reverse.
- Maintain ongoing communication with IDEC Board Director

### Programs, Events, & Committees

- Awards Committee
- Network Chairs (The Service Collaborative Coordinator serves as the point person for all of network administration. However, networks link with other collaboratives based on content.)
- Student Video Competition (The Service Collaborative Coordinator connects the Competition Chair with the Collaborative and facilitates an exchange between the Director and the Competition Chair.)
- Annual Service Charrette (The Service Collaborative Coordinator works with the Charrette Chair and committee to establish a working Charrette and community partners for each year's annual conference.)