

PROCEEDINGS COORDINATOR

The Conference Proceedings Coordinator serves on the Conference Committee and is responsible for reviewing and editing of the conference proceedings. The proceedings are to be posted on the IDEC website to members and nonmembers.

Appointment

Appointed by the IDEC President in consultation with the Director and Abstract Review Coordinator for the Scholarship Collaborative.

Term of Service

2 years (may be reappointed for two consecutive terms; terms of various collaborative coordinators should be staggered for continuity). Responsibilities begin May 1.

Time Commitment

1 hour a month throughout the year and around 25 hours in the summer.

Responsibilities and Duties

- Reviewing and editing the conference proceedings