

## Director-at-Large, Professional Development Collaborative

The Professional Development Collaborative supports IDEC members' professional development and interpersonal connections occurring across or outside the boundaries of Teaching and Research. Initiatives promote the careers of our members through awarding excellence, promoting mentorship, and supporting professional development across members' careers from students to leadership. The Director works with the Professional Development Collaborative Coordinator and the Collaborative's committee chairs to direct these efforts.

### 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 and conclude 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:** 2-5 hours per week

### Responsibilities and Duties

- Serves on the Board of Directors and carries out Board responsibilities.
- Completes responsibilities of elected leaders as outlined in the Elected Leaders Responsibilities section of this document.
- Presents grassroots/collaborative groups proposals to the Board
- Attends collaborative meetings and maintains communication with the Professional Development Collaborative Coordinator
- Represent the Professional Development Collaborative during IDEC Board visioning
- Maintain up-to-date governing documents for the Professional Development Collaborative
- Coordinates alignment of Collaborative initiatives with the Strategic Plan.
- Provide ongoing visioning for the direction of the Collaborative

### Initiatives

- IDEC Awards
- Emerging Educator
- Professional Development
- Service Charrette

### Leadership Roles in the Collaborative

- Professional Development Collaborative Coordinator
- IDEC Awards Chair (or co-chairs)
- Emerging Educator Professional Development Chair (or co-chairs)
- Service Charrette Chair (or co-chairs)

### Timeline

- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Collaborative's committee chairs
- **Fall to Early Spring** – Planning of annual conference events hosted by the Professional Development Collaborative
- **March** - Execute Professional Development Collaborative events at the annual conference
- **March** – Attend Annual Conference & BOD meeting; Strategic Planning
- **Late Spring** – Proposals with yearly operating budget requests due from Professional Development Collaborative Coordinator, and Collaborative's committee chairs, including any strategic initiatives
- **Summer** – In-person BOD meeting