

## 5 **Policy & Procedures**

Approved December 2024

IDEC's Policy and Procedures document is composed of nine (9) integrated documents. The policies of Document 1 apply across and supersede any policy in Documents 2 through 7.

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- Document 1 – General Policies
- Document 2 – Officers and Committees of the Organization
- Document 3 – Communities Collaborative
- Document 4 – Professional Development Collaborative
- Document 5 – Scholarship Collaborative
- Document 6 – Strategic Initiatives Collaborative
- Document 7 – Teaching Collaborative
- Document 8 – Council of Fellows
- Document 9 – Journal of Interior Design

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## **DOCUMENT 2 – Officers and Committees**

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PRESIDENT

PRESIDENT-ELECT

PAST PRESIDENT

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SECRETARY-TREASURER

EXECUTIVE COMMITTEE

FINANCE COMMITTEE

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COMMUNICATION COMMITTEE

HISTORY COMMITTEE

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NOMINATING COMMITTEE

COUNCIL OF FELLOWS

**PRESIDENT**

The President serves as the chief elected officer of the IDEC corporation, providing vision and leadership to the organization. The President is the chair of the IDEC Board of Directors and shapes the IDEC mission, goals, and strategic plan. The President serves as  
5 a representative of IDEC to outside persons and entities and acts as a voice for its members and their concerns regarding interior design education.

**Appointment**

Elected by the membership as President-elect  
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**Term of Service**

1 year (1 year as President-elect, followed by 1 year as President, followed by 1 year as Past-President). Responsibilities begin May 1 and conclude April 30. New officers attend the Board meeting held in conjunction with the annual conference  
15 before beginning their term of office for transition and orientation.

**Time Commitment**

Approximately 10-15 hours per week.

**Responsibilities and Duties**

- Sets the annual agenda and directs the business of IDEC
- Serves as Chair of the:
  - IDEC Board of Directors
  - IDEC Executive Committee
  - Annual Conference Planning Committee (for their year as President)
- Serves as a member of the Finance Committee
- Presides over Board meetings
- Presides over the Annual Business Meeting
- Works closely with the Executive Director to ensure IDEC operations are completed  
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- Acts as the official spokesperson of IDEC in its internal and external relations
- Reports to the membership at the annual meeting and regularly throughout the year
- Represents IDEC at meetings of outside organizations
- In concert with the IDEC Board, approves the recipients of annual awards
- Appoints IDEC members for the following roles:
  - Representatives to external organizations (CIDA, CIDQ, ASID, IIDA, and others as necessary)
  - Annual Conference Committee
  - Ad hoc task forces  
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**Calendar**

- **May** – begins term, plans June-July Board Retreat.
- **June/July** – IDEC Board retreat; support sponsorship development & attend NeoCon; IDECF en banc meeting
- 5 • **Aug/Sept** – Budget development with the Finance Committee; convene Conference Planning Committee; Secure Keynote Speaker(s).
- **Oct-Feb** – Conference planning; attend an annual meeting of an outside organization.
- **Dec** – IDEC Presidents Retreat
- 10 • **Jan** – Begin the [Annual Report](#); IDECF en banc meeting.
- **March** – IDEC Board Meeting in person at Annual Conference; Annual Conference
- **Mar-April** – Finalize Annual Report & distribute to Membership
  
- 15 Regular meetings include:
  - **Weekly** conference call with Executive Committee
  - **Weekly** conference call with Executive Director
  - **Monthly** conference call with Finance Committee
  - **Monthly** conference call with IDEC Board of Directors
  - 20 • **Twice annual** IDECF en banc meetings
  - **Annual** Conference in March

**PRESIDENT-ELECT**

25 The President-Elect serves as the IDEC BOD representative overseeing Governance and Communications. In the absence or disability of the President, the President-Elect performs the duties and responsibilities of the President.

**Appointment**

30 Elected by the membership

**Term of Service**

1 year (1 year as President-Elect, followed by 1 year as President, followed by 1 year as Immediate Past-President). Responsibilities begin May 1 and conclude April 30.  
35 New officers attend the Board meeting held in conjunction with the annual conference before beginning their term of office for transition and orientation.

**Time Commitment**

40 Approximately 5 hours per week.

**Responsibilities and Duties**

- Serves on the Board of Directors and carries out Board responsibilities as outlined in the Elected Leaders Responsibilities section of this document.
- 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 their term as President of IDEC.
- Serves as a representative to professional organizations and events (as directed by the President).
- Serves as Chair of the Communications Committee.
- Serves as a member of the Executive Committee.
- Serves as a member of the Finance Committee.

**Initiatives**

- Communication Committee
- Coordination of IDEC communications in website, email, social media, and other formats, including the IDEC News (email).

**Calendar**

- **Summer** – Board meeting
- **Winter** – Presidents’ retreat
- **Mar** – Board Meeting at Annual Conference
- **Weekly** conference call with Executive Committee
- **Weekly** – Approve IDEC News (email) for publication
- **Monthly** – Lead Communication Committee meeting regarding IDEC News (email)
- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Finance Committee

**PAST PRESIDENT**

The Past-President serves as a voting member and advisor to the Board of Directors.

**Appointment**

Elected by the membership as President-elect

**Term of Service**

1 year (1 year as President-elect, followed by 1 year as President, followed by 1 year as Immediate Past-President). Responsibilities begin May 1 and conclude April 30.

New officers attend the Board meeting held in conjunction with the annual conference before beginning their term of office for transition and orientation.

**Time Commitment**

5 Approximately 5 hours per week.

**Responsibilities and Duties**

- Serves as a representative of IDEC to professional organizations at the discretion of the President
- Convenes the annual election of officers through the Nominating Committee
- Services as IDEC Board liaison to the Council of Fellows
- Serves as a member of the Finance Committee
- Develops sponsorship programming for conference in conjunction with business development team

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**Calendar**

- **October-January** – Nominating Committee
- **Summer** – Board meeting
- **July-October** – Budget Development with Finance Committee
- **March** – Board Meeting at Annual Conference
- **Weekly** conference call with Executive Committee
- **Monthly** conference call with Finance Committee
- **Monthly** conference call with Board of Directors

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**SECRETARY-TREASURER**

The Secretary-Treasurer oversees the areas of correspondence and finance.

**Appointment**

30 Elected by the membership (even years)

**Term of Service**

2 years. Responsibilities begin May 1 and conclude April 30. New officers attend the Board meeting held in conjunction with the annual conference before beginning their term of office for transition and orientation.

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**Time Commitment**

Approximately 2 to 5 hours per week.

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**Responsibilities and Duties**

- Serves on the Board of Directors and carries out Board responsibilities as outlined in the Elected Leaders Responsibilities section of this document.
- Serves as chair of the Finance Committee
- 5     • Oversees the recording of minutes and notes of all convened Board meetings.
- Oversees the recording of minutes and notes of the Annual Meeting.
- Oversees the development of the annual calendar in collaboration with IDEC Board and management staff.
- 10    • Prepares the annual budget in collaboration with the Finance Committee and management staff.
- Presents the Summary Financial Report at the Annual Conference business meeting to the membership in collaboration with IDEC Board and management staff.
- 15    • Prepares the State of IDEC annual report in collaboration with IDEC Board and management staff.
- Oversees IDEC accounts and annual financial reviews in collaboration with management staff as outlined in the Financial Policies section of this document.
- Maintains and updates the Policy and Procedures Manual in consultation with the IDEC Board.
- 20    • Completes financial training in collaboration with management staff within 2 months of starting the role as Secretary-Treasurer.
- Engages with new IDEC Board members during their on-boarding process to orient them to IDEC financial processes.

25     **Initiatives**

- Finance Committee
  - IDEC Budget
  - Financial Report at Annual Conference
  - Financial Report in State of IDEC Annual Report
- 30    • Policy and Procedures Manual
  - Maintenance and updates
- Board Minutes
  - Record of Monthly Board Meetings
  - Record of Annual Board Meeting
- 35    • Annual Calendar

**Calendar**

- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Finance Committee
- 40    • **Monthly** – Review of financial reports from Executive Director
- **January** – Begin the State of IDEC Report and conference financial report

- **March** – Board meeting at Annual Conference
- **March-April** – Finalize State of IDEC report and distribute to Membership
- **May-July** – Prepare budget in consultation with Executive Director and Finance Committee
- **Summer** – Board meeting
- **August** – Annual Budget finalized by Finance Committee for approval by Board in September
- **October** – Review annual financial reports sent to Secretary-Treasurer and Finance Committee from Executive Director

### EXECUTIVE COMMITTEE

The Executive Committee is responsible for guiding the day-to-day and emerging activities of IDEC. The Executive Committee does not usurp the authority of the Board of Directors but rather informs the BOD on day-to-day actions.

#### Committee Composition

The Executive Committee is composed of the President, President-Elect, and Past President. The Executive Director serves as an ex officio member.

#### Responsibilities and Duties

- Guide the day-to-day activities of IDEC.
- Respond to emerging activities between Board meetings.
- Strategize for the organization’s long-term success.

#### Initiatives

- Day-to-day business decisions

#### Calendar

- **Weekly** conference call with Executive Committee

### FINANCE COMMITTEE

The Finance Committee is responsible for guiding the financial activities of IDEC.

#### Committee Composition

The Finance Committee is composed of the Secretary-Treasurer (chair), President, President-Elect, and Past President. The Executive Director serves as an ex officio member.

#### Responsibilities and Duties

- Guide the financial activities of IDEC.

- Prepare the annual budget.
- Present the budget to the IDEC board for approval.
- Maintain the Operating and Reserve Funds in compliance with Finance and Investment Policies.
- 5 • Ensure the long-term financial stability of IDEC.

**Initiatives**

- Budget to IDEC BOD
  - Draft Budget (July)
  - 10 • Final Budget (September)
- State of IDEC Reports
  - Financial Report at Annual Conference
  - Financial Report in State of IDEC Report

15 **Calendar**

- **June** – Finance Committee reviews revised budget; makes revisions as necessary; submits to BOD
- **July** – Quarterly financial reports due to Secretary-Treasurer and Finance Committee from Executive Director
- 20 • **August** – Annual budget finalized by Finance Committee for approval by BOD in September
- **October 30** – Yearly financial reports sent to Secretary-Treasurer and Finance Committee from Executive Director
- **January** - Quarterly financial reports due to Secretary-Treasurer and Finance Committee from Executive Director
- 25 • **April** – Quarterly financial reports due to Secretary-Treasurer and Finance Committee from Executive Director
- **Typical Monthly Rhythm**
  - IDEC Board meeting occurs the first Friday of each month
  - 30 • Finance Committee meeting occurs 3-7 days prior to BOD meeting
  - Executive Director provides financial statements to the Secretary-Treasurer 10 days prior to BOD meeting

35 **COMMUNICATION COMMITTEE**

The Communication Committee manages the organization’s public communication with the IDEC membership, the design profession, and the broader public to enhance interior design education, scholarship, and service. The Communication Committee coordinates efforts with the IDEC Board and IDEC staff.

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**Committee Composition**

President-Elect serves for one year. Committee members serve 2-year terms. Terms begin May 1 and conclude April 30. The President-elect serves as chair of the committee.

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The Communication Committee chair may request the appointment of additional committee members in addition to the statutory members listed below. The appointment of committee members shall follow IDEC’s policies for committee composition.

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Members include:

- IDEC Exchange Editor
- Other members as deemed necessary

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The IDEC staff responsible for communications serves as liaison(s) to the committee.

**Responsibilities and Duties**

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- The Communication Committee chair oversees the committee and convenes meetings of the committee twice per month.
- The Chair reports the activities of the Committee to the IDEC Board of Directors.
- The Committee works to strengthen communication between IDEC and its members, other educators, design practitioners, educational institutions, other organizations concerned with interior design education, and the general public by providing consistent, inclusive, timely, and meaningful communication about interior design education, scholarship, and service.
- The Committee coordinates an annual communication calendar integrating recurring announcements, topical content, award recognitions, and other relevant information. The committee works with the IDEC Executive Director and IDEC staff to ensure the communication calendar reflects organizational priorities.
- The Committee works with the IDEC committees and networks, and IDEC members, to ensure communication content is prepared and ready for distribution seven (7) calendar days prior to its anticipated release.

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**Initiatives**

- IDEC website
- IDEC Exchange
- IDEC News
- Social media accounts

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IDEC website

- The IDEC website is maintained by IDEC staff.
- The website contains all essential information about IDEC so that members and non-members may access this information. The website is updated on a regular basis and reviewed by the Communication Committee twice per year for accuracy and content.
- The IDEC website will include public-facing content available to the general public and members content available only to current organization members.

IDEC Exchange

- The Editor of the IDEC Exchange is appointed by the IDEC President upon the recommendation of the President-Elect and serves a two-year term.
- The Editor works directly with the editorial team, authors, and IDEC staff to ensure the timely publication of Exchange content.
- The Editor-in-Chief may request the appointment of associate editors (editorial team) to assist as necessary.
- A “Call” for Editorial Team members will be sent to all IDEC members with applicants reviewed and selected by the Editor in consultation with the President-elect.
- IDEC Exchange content is editorially reviewed for quality and preparation. The editorial team may request revisions or edits to submitted work.
- IDEC Exchange articles are distributed via the IDEC News email and compiled into published volumes one or two times per year. Compiled volumes will be posted to the IDEC website.

IDEC News (email)

- The IDEC News is an email providing topical information, announcements, and relevant information for members.
- The IDEC News is published weekly (via IDEC staff or an outside vendor).
- Content for the IDEC News is coordinated by the Communication Committee, with input from IDEC members and volunteers.
- The IDEC News is coordinated with social media postings to provide consistency and clarity in the organization’s message.
- The proof of each IDEC News is reviewed and approved for publication by the President-Elect and the Executive Director.

Social media accounts

- The organization’s social media accounts will be managed by IDEC staff.

- The selected social media accounts will vary with time and the approval of the IDEC Board.
- The Communication Committee shall ensure social media posts comply with the organization’s social media policy.

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**Calendar**

- **Monthly** conference calls
- **Twice per year** – review of website

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**History Committee**

The IDEC History Committee is led by the IDEC Historian. The History Committee initiates and manages efforts to document and retain the history of the organization. IDEC’s archives are held in the Special Collections at the New York School of Interior Design.

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**Committee Composition**

The committee is composed of four to five members. The IDEC Historian chairs the committee. Members should be nominated or self-nominated for rotating periods of three years. Committee members should have relevant qualifications related to the history of the organization or archival processes. Committee members are appointed by the Historian in consultation with the Secretary-Treasurer.

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The IDEC Historian is appointed by the President, upon the recommendation of the Secretary-Treasurer. The Historian should have relevant experience as a historian or archivist.

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**Time Commitment**

2 to 4 hours a month

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**Responsibilities and Duties**

- Maintain a plan to organize, maintain, and preserve the history of IDEC.
- Maintain an ongoing update of the IDEC History website information.
- Coordinate and prepare materials for IDEC History anniversaries.
- Solicit and maintain the biographies of IDEC Fellows.
- Assure that appropriate historical documents are saved in the IDEC archives.
- Collect IDEC oral histories, as necessary.
- Field ongoing requests for historical information.
- Support other activities related to the IDEC history as required.
- Work with the office staff to insure implementation of responsibilities.

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**Timeline**

- 2012 – IDEC’s 50<sup>th</sup> Anniversary
- 2022 – IDEC’s 60th Anniversary
- 2037 – IDECs 75th Anniversary

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**NOMINATING COMMITTEE**

The Nominating Committee is responsible for developing the slate of candidates and coordinating the election of officers.

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**Committee Composition**

The committee is composed of five members. The Past President chairs the committee. Committee members are appointed by the Past President in consultation with the Executive Committee. The Executive Director serves as an ex officio member of the committee.

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Committee members serve 2-year terms. Terms begin May 1 and conclude April 30.

**Time Commitment**

2 to 4 hours a month

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**Responsibilities and Duties**

- Coordinates the Call for Nominations to the membership.
- Considers all nominations and compiles a slate for consideration by the membership.
- Presents a single slate to membership with an opportunity for members to submit write-in candidates.
- Presents a final ballot to members for the election process.
- Announces the results to IDEC members.

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**Slate Composition**

The diversity of identity, experiences, perspectives, and skillsets of IDEC members are essential for the organization’s vitality and operation. The Nominating Committee is responsible for ensuring candidates for elected leadership positions include the breadth of identity, experience, perspective, and skillsets outlined in Document 1 (see Volunteer and Leadership Procedures and Responsibilities).

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The slate of candidates is not preapproved or ratified by the Board of Directors prior to being presented to membership.

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**Calendar**

- **Summer** – Committee composition confirmed by Past President

- **August-September** – Call for Nominations prepared.
- **October** – Call for Nominations released Oct. 1.
- **November** –
- **December** –
- 5 • **January** – Election results announced.

### **COUNCIL OF FELLOWS**

10 The Council of Fellows maintains a separate Policy and Procedures document for the management of their work. The Fellows P&P document is approved by the IDEC Board to ensure alignment with the IDEC document. Refer to Document 8 (Council of Fellows) for details.