

## 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 3 – Communities Collaborative**

COLLABORATIVE PURPOSE, CHARGE, AND ORGANIZATION

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ROLES AND RESPONSIBILITIES OF COLLABORATIVE MEMBERS

- Director
- Collaborative Coordinator
- Community Committees

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CALENDAR

**PURPOSE**

5 The Communities Collaborative supports IDEC activities by fostering networks around areas of professional interests and affinity. The Community Collaborative is considered the indispensable grass roots of the organization. Community committees support other collaborative activities and events in connecting a diverse set of volunteers to support IDEC’s programs.

**CHARGE**

- 10 The goals, objectives, and responsibilities of the Communities Collaborative include:
- Support the mission and vision of IDEC
  - Supporting grassroots initiatives and work of IDEC members
  - Sustain member connections across affinities and shared interests
  - Communicate member interests and concerns to the Board
  - 15 • Promote opportunities for IDEC members to develop leadership skills through participation in committees, work groups, and task forces.

## ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE MEMBERS

### Director-at-large, Communities Collaborative

5 The Director for the Communities Collaborative liaises on behalf of the IDEC Board with the chairs and co-chairs of the various Communities Collaborative initiatives.

#### Appointment

Elected by the membership (even numbered years)

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#### Term of Service

2 years. Term begins May 1 and concludes 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.

#### Responsibilities and Duties

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- 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 committees' proposals to the Board.
- Attends collaborative meetings and maintains communication with collaborative committee chairs and coordinators.
- Represents the Communities Collaborative during IDEC Board visioning.
- Provide ongoing visioning for the direction of the IDEC Communities Collaborative.

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#### Initiatives

- Communities Collaborative Coordinator
- Community Committees

#### Calendar

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- **May – June**
  - Proposals with yearly operating budget requests due from committees, collaborative teaching coordinator, including any strategic initiatives.
  - Call for Interim reports from all work groups
- **March**
  - Annual Conference, BOD meeting, Strategic Planning

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- **Summer**
  - BOD Retreat
- **Monthly** conference call with Board of Directors
- **Biannual** conference call with Community Committee chairs

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### Communities Collaborative Coordinator

The Communities Collaborative Coordinator works directly with the Director of Communities and facilitates communication among the various grassroots Community Committees.

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#### Appointment

Nominated by the Director and confirmed by the IDEC Board.

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#### Term of Service

2 years. Responsibilities begin May 1 and end April 30.

#### Time Commitment

Approximately 2 to 4 hours per week.

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#### Responsibilities and Duties

- Coordinates with the Director regarding appointment of the Collaborative volunteers.
- Facilitates communication with each collaborative committee and with the IDEC Board (through the Director).
- Facilitates formative ideas, issues, or initiatives within the collaborative.
- Organizes and leads biannual meetings for committees.

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#### Calendar

- **May – June**
  - Proposals with yearly operating budget requests due from committees, collaborative teaching coordinator, including any strategic initiatives.
  - Call for Interim reports from all work groups
- **March**
  - Annual Conference, BOD meeting, Strategic Planning
- **Monthly** communication with committees and Director of Communities
- **Biannual** conference call with Community Committee chairs

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**Community Committees**

Community Committees are interest groups within IDEC that provide a venue for members to come together to discuss ideas, issues, teaching, and/or scholarship around a central topic. A community committee may be defined by geographic location, topical issue, or shared affinity. The community committees are meant to be fluid and ever-changing to reflect the interests and concerns of the membership.

Community committees can also be a forum for members to voice or identify issues and create proposals for action. While any group of IDEC members can informally convene around shared interests, the Community Committees provide a structure that acknowledges networks, supports recruitment of other interested members, and establishes a set meeting time for virtual gatherings.

**Community Committee Structure**

Community Committees operate within a formal structure to ensure the functioning of the committees and the maintenance of relevant information online.

Examples of Community Committees have historically included:

- Regionally defined committees (known as Regions)
- 2- & 3-Year Programs
- Advocacy
- Accessibility and Agency
- Community-Engaged Scholarship
- Creative Scholarship
- Distance Education
- Emerging Faculty
- Gerontology
- Global Education/Study Abroad
- Graduate Education
- Health and Wellness
- History
- International Members
- K-12
- Lighting
- Program Chairs & Coordinators
- Residential Design
- Technology and Emerging Technology

**Membership**

Each community committee is comprised of self-selecting members of IDEC. IDEC members can belong to as many community committees as desired.

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In coordination with the Communities Collaborative Coordinator, committees may invite non-IDEC members to participate in meetings or conversations if their participation benefits the committee or serves as a membership recruitment tool.

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Each community committee requires a chair (or co-chair).

**Initiating a Community Committee**

Community Committees shall support the vision and mission of IDEC. Community Committees can be initiated by any IDEC members who wish to convene a group in consultation with the Communities Collaborative Coordinator. As few as three members can propose forming a Community committee. Members can also propose to merge committees with shared interests.

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**Community Committee Chair (or Co-chairs)**

Community Committee chairs (or co-chairs) guide the engagement and work of Community Committees.

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**Appointment**

Elected by the respective committee in coordination with the Communities Collaborative leadership.

**Term of Service**

1 year, with reappointment confirmed by annual election. Responsibilities begin May 1 and end April 30.

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**Time Commitment**

Approximately 2 to 4 hours per week.

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**Responsibilities and Duties**

- Maintains regular communication with the Communities Collaborative Coordinator and Director of Communities.
- Attends biannual collaborative meetings.
- Maintains accurate lists of committee membership.

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- Communicate relevant information to the Communication Committee in collaboration with the Communities Collaborative leadership.
- Coordinates semi-regular meetings (3-8 times per year, typically virtually).
- Recruits new members and communicates with potential members.

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**Operating a Community Committee**

Community Committee leaders and members can determine the frequency and nature of committee activities. Committees may meet monthly, or at a minimum, quarterly. Community events outside of annual or regional conferences are hosted virtually to maintain accessibility for members across the organization. All community committees will have the chance to convene in person at the annual conference.

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Community committees are welcome to engage in a variety of activities such as virtual meetings, collaborative conference proposals, student competitions, research projects and/or funding proposals, etc. Activities that involve IDEC members beyond the network, or people from outside the IDEC network, should be proposed to the Communities Collaborative leadership. Any activity requiring expenditure of staff time or financial resources requires approval by the IDEC Board of Directors.

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**Annual Verification of a Community Committee**

The list of current/active community committee will be posted on the IDEC website and updated each year through a formal process of verifying intention to maintain the committee.

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**Disbanding a Community Committee**

The Communities Collaborative Coordinator will monitor committees to determine their status and may disband a community committee if no activity is identified during a reasonable period of time.

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Community committees will be disbanded when 1) the committee’s chair has indicated they will no longer lead the network, and 2) no other members of the committee agree to assume leadership, or 3) if committee members are non-responsive at the time of the yearly renewal.

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**Calendar**

- **Regular** meetings of the Community Committee
- **Early Fall**
  - Verify Community Committee and committee leadership
  - Update committee rosters
- **January – March**
  - Plan for in-person Community Committee event(s) at the annual conference

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