

## 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 6 – Strategic Initiatives Collaborative**

COLLABORATIVE PURPOSE, CHARGE, AND ORGANIZATION

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ROLES AND RESPONSIBILITIES OF COLLABORATIVE MEMBERS

- Director
- Collaborative Coordinator
- Inclusion, Diversity, Equity & Belonging Committee
- K-12 Education Committee
- Membership Committee
- Sustainability Committee

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**Purpose**

5 The Strategic Initiatives Collaborative (SIC) supports broad strategies that are not specifically categorized within the other IDEC collaboratives or under the responsibilities of any IDEC officer. Efforts and initiatives within the SIC are expected to emerge as trends in design education and practice evolve and any new initiatives shall support the mission and values of IDEC.

**Charge**

10 The goals, objectives, and responsibilities of the Strategic Initiatives Collaborative include:

- Shaping the long-term future of the organization through strategic consideration of emerging and continuing issues as directed by the IDEC Board.
- Present strategic recommendations to the IDEC Board for consideration and action.
- Promote opportunities for IDEC members to develop leadership skills through

15 participation in committees, work groups, and task forces.

## ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE MEMBERS

### Director-at-Large, Strategic Initiatives Collaborative

5 The Director of the Strategic Initiatives Collaborative serves as the visioning entity on matters related to approved board initiatives not categorized under any other IDEC collaborative or not the responsibilities of any other IDEC officer.

#### Appointment

10 Elected by the membership

#### Term of Service

15 2 years (may serve for two consecutive terms for a total of 4 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.

#### Time Commitment

20 Approximately 3 to 4 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 collaborative proposals to the Board.
- Attends and oversees collaborative meetings.
- Represents the Strategic Initiatives Collaborative during IDEC Board visioning.
- Coordinates alignment of Collaborative initiatives with Strategic Plan.
- Provide on-going visioning for the direction of the collaborative.

#### Programs, Events, and Committees

- Inclusion, Diversity, Equity, & Belonging Committee
- K-12 Education Committee
- Membership Committee
- Sustainability Committee

### Strategic Initiatives Collaborative Coordinator

40 The Strategic Initiatives Collaborative Coordinator works directly with the Director of Strategic Initiatives and facilitates communication among the various Collaborative committees.

**Appointment**

Nominated by the Director and confirmed by the IDEC Board.

**Term of Service**

5 2 years. Responsibilities begin May 1 and end April 30.

**Time Commitment**

Approximately 2 to 4 hours per week.

10 **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).
- 15 • Facilitates formative ideas, issues, or initiatives within the collaborative.
- Organizes and leads biannual meetings for committees.

**Calendar**

- **May – June**
  - 20 • 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
- 25 • **Monthly** communication with committees and Director of Strategic Initiatives
- **Biannual** conference call with Committee chairs

**Inclusion, Diversity, Equity, & Belonging Committee**

30 The Inclusion, Diversity, Equity, & Belonging (IDEB) Committee serves interior design educators by creating a supportive network for integrating inclusion, diversity, & equity themes into scholarship, teaching, service and general professional development opportunities. The purpose of the IDEB committee is to guide IDEC’s organizational infrastructure, culture, and capacity among its leadership, members, and the profession-  
35 at-large to deliver programmatic activities and training to integrate IDEB best practices into our work as interior design educators.

**Charge**

- The goals, objectives, and responsibilities of the IDEB Committee include:
- 40 • **Defining what inclusion, diversity, equity, and belonging means to IDEC.**
  - **Supporting the growth of IDEC membership**

- Integrate diversity demographics into the membership process to inform IDEC how it can improve its reach with underrepresented communities.
- Work with the Membership Committee to determine which additional demographic details would be meaningful to collect and add these fields to member profiles.
- Utilize demographic information to inform strategies for reaching specific populations, particularly underrepresented communities.
- Monitor and collect information regarding diversity demographics of the IDEC members and provide insights to the board and creative strategies to increase diversity in collaboration with Membership Committee.
- **Ensure IDEC committees address inclusion, diversity, equity, and belonging (IDEB).**
  - Support application of policies on Appointments and Committee Composition (see Document 1).
  - Encourage IDEC committees to identify and set relevant IDEB priorities and assist to foster diversity initiatives.
  - Effectively communicate to the membership regarding the IDEB committee’s work in collaboration with the Communication Committee.
  - Contribute to IDEC’s annual report to highlight the organization’s diversity makeup.

**Committee Composition**

The IDEB committee will be led by a chair or co-chairs. The chair(s) of this committee will be nominated by the Director of Strategic Initiatives and approved by the IDEC Board of Directors (BOD). The committee has no cap on membership capacity.

The committee will follow policies on Appointment and Committee Composition (see P&P Document 1), specifically with regards to breadth and inclusion.

**Committee Chair(s)**

Serve two-year terms. Terms begin May 1 and concludes April 30.

The chair(s) is responsible for guiding the committee in accomplishing the objectives outlined in this charter.

**Estimated Time Commitment**

4-6 hours per month; includes approximately one virtual meeting per week.

**Qualifications**

- Demonstrated ability and willingness to work effectively and collaboratively in a group

- Demonstrated leadership and professionalism
- Previous professional development on topics of inclusion, diversity, equity, and belonging
- Previous experience working on an IDEB-related committee, network and/or taskforce within IDEC – or similar effort in an organization outside of IDEC – is preferred.

**Responsibilities**

- Understand IDEC strategic objectives, budget, and resources assigned to committee
- Recruit and retain committee members ensuring that new members are added annually
- Provide onboarding support for committee members
- Provide oversight of committee activity and ensure objectives are met
- Develop and communicate a committee meeting schedule, ensure distribution of meeting agendas prior to meetings, facilitate discussion during meetings, determine and request budget needs annually
- Work closely with the Director of Strategic Initiatives and committee members to build a collaborative vision and act on that vision

**Committee Member**

Serve two-year terms. Terms begin May 1 and concludes April 30. Committee members may volunteer or be appointed by the Committee Chair. Non-IDEC members in allied professional settings may be appointed to provide expanded perspective. Committee members are expected to demonstrate ability and willingness to work effectively and collaboratively in a group, as well as demonstrate leadership and professionalism.

**Estimated Time Commitment**

2-4 hours per month; includes one virtual meeting per month and other meetings as necessary

**Calendar**

At the discretion of the committee.

**K-12 Education Committee**

The K-12 Committee seeks to expand awareness among K-12 educators and students about the interior design profession and discipline. This committee works to establish connections with K-12 educators, understand their needs to provide interior design learning opportunities in the K-12 classroom, and works to provide innovative teaching and learning resources to these ends.

**Charge**

- 5 • **Support Curriculum Development:** Assist K-12 educators in developing and implementing interior design curricula by providing access to best practices, innovative teaching strategies, and industry-standard resources.
- **Professional Development and Training:** Organize and facilitate workshops, webinars, and training sessions to enhance the skills and knowledge of K-12 interior design educators, promoting continuous professional growth.
- 10 • **Advocate for Interior Design Education:** Advocate for the inclusion and recognition of interior design programs within K-12 curricula by working with educational stakeholders, policymakers, and other relevant organizations to promote the value and importance of interior design education at the K-12 level.

**Committee Composition**

15 The K-12 Education committee will be led by a chair. The chair of this committee will be elected by the committee members, in consultation with the Director of Strategic Initiatives. The committee has no cap on membership capacity but will typically operate with 2-4 members.

20 The committee will follow policies on Appointment and Committee Composition (see P&P Document 1), specifically with regards to breadth and inclusion.

**Committee Chair**

25 Serve two-year terms. Terms begin May 1 and concludes April 30.

The chair is responsible for guiding the committee in accomplishing the objectives outlined in this charter.

**Estimated Time Commitment**

30 2 hours per week; includes approximately one virtual meeting per month.

**General duties**

- 35 • Participate in occasional Teaching Collaborative meetings, and, if possible, attend the annual Teaching Collaborative meeting during the annual IDEC conference.
- Lead committee members working on short and long-term initiatives and projects
- Prepare and facilitate a short- and long-range K-12 action plan for enhancing and promoting IDEC’s K-12 offerings
- 40 • Develop strategies to encourage participation of K-12 interior design educators in IDEC

- Maintain close communication with the IDEC Director of Strategic Initiative to provide updates on activities and contribute to the ongoing work of the Teaching Collaborative
- Coordinate and update website information with the IDEC Communication Committee
- Submit an annual report of activities to IDEC, and, when appropriate, submit a proposed budget for new and/or ongoing activities

**Committee Members**

Serve two-year terms. Terms begin May 1 and concludes April 30. Committee members may volunteer or be appointed by the Committee Chair. Committee members are expected to demonstrate ability and willingness to work effectively and collaboratively in a group, demonstrate leadership and professionalism, and have interest and commitment in advancing K-12 interior design education.

**Estimated Time Commitment**

2-4 hours per month; includes one meeting per month and other meetings as necessary

**Responsibilities**

- Participate in quarterly Teaching Collaborative meetings, and, if possible, attend the annual Teaching Collaborative meeting during the annual IDEC conference.
- Participate on short and long-term initiatives and projects
- Assist the Chair in preparing and facilitating a short- and long-range K-12 action plan for enhancing and promoting IDEC K-12 offerings
- Assist the Chair in developing strategies to encourage participation of K-12 interior design educators in IDEC

**Calendar**

At the discretion of the committee.

**Membership Committee**

The Membership Committee is responsible for coordinating activities to increase membership and serve the development of IDEC membership. Through strategic coordination and engagement efforts, the committee endeavors to attract new members, retain existing members, and promote the benefits of membership. By facilitating these activities, the committee significantly strengthens IDEC impact and presence within the field of interior design education and beyond.



**Charge**

- 5 • **Membership Growth Strategy:** Develop and implement innovative strategies to attract and retain members, including developing focused outreach campaigns and collaborations to increase IDEC membership numbers as directed by the IDEC Board.
- 10 • **Community Engagement and Outreach:** In collaboration with other IDEC collaboratives and committees, increase membership numbers through engagement initiatives. Additionally, coordinate outreach efforts to academic institutions and other strategic partners to promote IDEC membership within the interior design education community and related fields.
- 15 • **Membership Development and Support:** Provide resources and support for members throughout their IDEC journey, including onboarding new members and addressing member needs. Collaborate with other IDEC committees to ensure alignment and integration of membership-focused initiatives across the organization.

**Committee Composition**

20 The Membership Committee will be led by a chair or co-chairs. The chair(s) of this committee will be elected by the committee members, in consultation with the Director of Strategic Initiatives. The committee will typically operate with 5 members.

25 The committee will follow policies on Appointment and Committee Composition (see P&P Document 1), specifically with regards to breadth and inclusion. Committee members shall be representative of the constituencies and values of IDEC members. Additional members may be added if deemed necessary by the chair, with approval by the IDEC Board.

**Committee Chair**

30 Serve two-year terms. Terms begin May 1 and concludes April 30.

The chair is responsible for guiding the committee in accomplishing the objectives outlined in this charter.

35 **Estimated Time Commitment**

2-4 hours per week; includes approximately one virtual meeting per month.

**Responsibilities**

- 40 • Oversee the committee meeting throughout the year by virtual meetings as needed and holds one meeting at the Annual Conference.
- Convene the Membership Committee
- Develop strategies for increasing and maintaining membership.

- Work closely with IDEC Headquarters.
- Work closely with the Director of Strategic Initiatives

**Committee Members**

5 Committee members are expected to demonstrate ability and willingness to work effectively and collaboratively in a team, demonstrate leadership and professionalism related to guiding and supporting membership-related activities, and strong interest and commitment to enhancing IDEC membership, with a focus on attracting new members and engaging existing ones to strengthen the IDEC community.

**Estimated Time Commitment**

2-4 hours per week; includes approximately one virtual meeting per month.

**Responsibilities**

- Attend committee meetings regularly and provide updates and insights to the committee chair.
- Actively engage in strategies to attract, retain, and engage IDEC members.
- Work with fellow members to develop and implement membership growth strategies aligned with IDEC’s mission.
- Promote IDEC membership benefits and values through outreach efforts.
- Stay informed about membership engagement trends and contribute to the committee’s professional growth.
- Maintain records of membership activities and contribute to reports as needed.
- Promote IDEC membership in communication with other related professional organizations.
- Work with potential industry partners to promote IDEC membership

**Management Staff Support**

The committee will collaborate with IDEC staff regarding communication efforts, including the development and management of promotional materials. These efforts are critical to ensuring streamlined operations, clear messaging, and effective alignment with IDEC's goals.

**Calendar**

At the discretion of the committee.

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### Sustainability Committee

The Sustainability Committee focuses on making IDEC sustainable by promoting processes that use fewer resources. The committee will develop strategies for reducing the environmental impact of IDEC activities, advocate for sustainable practices in interior design education, and support research initiatives that explore innovative solutions for sustainability. By fostering a culture of sustainability, the committee seeks to lead by example and inspire the broader interior design community to adopt green practices.

#### Charge

- Develop and implement strategies to reduce IDEC’s environmental footprint by encouraging resource-efficient processes and advocating for sustainable practices within the organization and its activities.
- Advance sustainability goals, share best practices, and create a network of support for initiatives that enhance ecologic and economic sustainability within the interior design community.

#### Committee Composition

The Sustainability Committee will be led by a chair or co-chairs. The chair(s) of this committee will be elected by the committee members, in consultation with the Director of Strategic Initiatives. The committee will typically operate with 3-5 members.

The committee will follow policies on Appointment and Committee Composition (see P&P Document 1), specifically with regards to breadth and inclusion.

#### Committee Chair

Serve two-year terms. Terms begin May 1 and concludes April 30.

The chair is responsible for guiding the committee in accomplishing the objectives outlined in this charter.

#### Estimated Time Commitment

4-6 hours per week; includes approximately one virtual meeting per month.

#### Responsibilities

- **Advocate for Sustainable Practices:** Oversees the integration of sustainability into all Board and IDEC organizational activities and practices.
  - Serve as a member of the conference planning committee.
- **Foster Sustainable Goals:** Represents sustainability goals to the Board through the Director of Strategic Initiatives

- **Promote Resource-Efficient Practices:** Develop and advocate for strategies to reduce IDEC’s environmental impact, ensuring the integration of resource-efficient processes within the organization.
- **Integrate Sustainability in Education:** Collaborate with educators to embed ecological and economic sustainability into interior design curricula and research, providing necessary resources and support.
- **Foster Collaborations:** Partner with other organizations and committees to advance sustainability goals, share best practices, and create a network of support for sustainability initiatives.
- **Monitor and Evaluate Initiatives:** Oversee the implementation and progress of sustainability initiatives, ensuring objectives are met and evaluating the effectiveness of strategies.
- **Report Progress:** Regularly update the Director of Strategic Initiatives and the IDEC Board of Directors on the committee’s activities, progress, and achievements related to sustainability goals.
- Work to improve ecologic and economic sustainability in interior design curricula and research, providing resources and support for sustainable teaching practices and research projects.

**Committee Members**

Committee members are expected to demonstrate ability and willingness to work effectively and collaboratively in a team, demonstrate leadership and professionalism, and previous experience and interest in sustainability and embedding sustainable and green practices into IDEC initiatives and collaboratives.

**Estimated Time Commitment**

2-4 hours per week; includes approximately one virtual meeting per month.

**Responsibilities**

- **Advocate for Sustainable Practices:** Support the integration of sustainability into all Board and IDEC organizational activities and practices.
- **Promote Resource-Efficient Practices:** Develop and advocate for strategies to reduce IDEC’s environmental impact, ensuring the integration of resource-efficient processes within the organization.
- **Integrate Sustainability in Education:** Collaborate with educators to embed ecological and economic sustainability into interior design curricula and research, providing necessary resources and support.
- **Foster Collaborations:** Partner with other organizations and committees to advance sustainability goals, share best practices, and create a network of support for sustainability initiatives.

- **Monitor and Evaluate Initiatives:** Support the implementation and progress of sustainability initiatives, ensuring objectives are met and evaluating the effectiveness of strategies.

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**Calendar**

At the discretion of the committee.