

President

The President serves as the chief operating officer of the corporation providing vision and leadership. His or her actions support the mission of IDEC. The President also shapes the strategic plan with the IDEC Board and is directed by its goals. The President serves as a representative of IDEC to outside persons and entities and acts as a voice for its members and their concerns for interior design education.

Election & Term of Service

Election: Elected by the membership

Term: 1 year (1 year as President-Elect, followed by 1 year as President, followed by 1 year as Past-President)

Time Commitment: 5 –10 hours per week; more hours as Annual Conference deadline approaches

Responsibilities and Duties

- Serves as Chair of the Board of Directors.
- Sets the annual agenda and directs the business of IDEC.
- Reviews the annual budget as proposed by the [Finance Committee](#).
- Calls and presides at Board meetings and the annual business meeting.
- Acts as the official spokesperson of IDEC in its internal and external relations.
- Works closely with the Executive Director to assure IDEC operations are completed. Represents IDEC at international and national meetings (an alternate may be appointed at the President's discretion).
- Acts as chair of the Annual Conference Committee scheduled during term as President.
- Reports to the membership at the annual meeting, in member communications, and at other times as needed to keep the members informed of IDEC concerns.
- In concert with the IDEC Board, approves the recipients of annual awards.
- Serves as representative to the Issues Forum with the President-Elect.
- Makes appointments as necessary as stipulated under the appointment process including:
 - Communications Committee Chair
 - Membership Committee Chair
 - Representatives to external organizations
 - IDEC Foundation Board member
 - Annual Conference Committee
 - Presentation and Creative Scholarship Review Coordinators
 - Proceedings Coordinator

Programs, Events, & Committees

- [Annual Conference Committee](#)
- [Finance Committee](#)
- **Jul** – Board Retreat
- **Sep-Nov** – Budget Development with the Finance Committee
- **Jan** – [Annual Report](#)
- **Mar** – Board Meeting at Annual Conference

- **Mar**-April – Finalize Annual Report to be distributed to Membership
- **Weekly** conference call with Past-President, President-Elect and Executive Director
- **Monthly** conference call with Board of Directors