# Policy for Selecting Volunteers for Committees, Task Forces, and Representative Appointments

Members of IDEC should be given equal opportunity to serve and/or chair various IDEC committees, task forces, and representative appointments to other organizations. A call for volunteers can be written and disseminated by any member of the Board of Directors. The Board member most closely aligned with the topic is responsible for preparing or overseeing the preparation of the call. Generally an issue is identified by the Board, a Committee, a Task Force, or a Collaborative Coordinator. The appropriate Board member is contacted who has liaison responsibilities for the content of the issue.

The Board member uses the Call for Volunteer Template to write the Call and then sends it to the IDEC President for confirmation and then to the IDEC staff for distribution. The Board member also copies all other Board members on the final Call so they are aware of this work to be done. Board members are to receive all nominations directly (see Call Template).This policy is intended to ensure transparency, a commitment to grassroots operation, and an opportunity to build future leaders for the organization.

Upon rare occasion, expediency to respond to a request may prohibit a call from being distributed. In this case, the President of IDEC will consult with the IDEC Board to make an appointment(s).

## Procedure for Calls
The following template should be used as a guide when drafting calls for volunteers.

### TEMPLATE: Call for Task Force/Committee Members
### [*Title*] Task Force or Committee
The IDEC Board is issuing a call to all IDEC members to participate in a Task Force/Committee during *[give approximate timeline, e.g., between June and December, for a two-year appointment, etc.]*.

### Purpose
*[Description of the purpose of the task force or committee.]*

### Task Force Charge
*[Specific charge and goals, developed by the initiator of this call.]*

### Communication Method
It is anticipated that the [*Title*] Task Force/Committee will meet and communicate digitally **via video conferencing technology**. The Task Force/Committee will average [number] of calls per month. {This gives the volunteers some idea of the time commitment; there could be further explanation here as well. If a Task Force, several calls initially then fewer, etc.}

### Eligibility for the Task Force/Committee
Per IDEC policy, this is an open call to all IDEC members to participate, made in an effort to invite both established IDEC members as well as new members to contribute to the future of

interior design education. Participation in the [*Title*] Task Force/Committee would ideally require *[fill in any qualifications that might be helpful, e.g., writers, knowledge of many sources, etc.].*

## How to volunteer for the task force/committee

To put your name forward, please send an email to [*name and title of Board Member who is issuing the call and add email]* no later than [*date*]. Please include:

- Your name, institution and department/program name
- Title of your position
- A brief sentence or two describing why you wish to participate in this Task Force/Committee and why you believe you can be successful

The [*Title*] Task Force/Committee will assemble for its first call *[give approximate date, e.g., last week of June, so volunteers have some idea of start time].*

Thank you for providing your volunteer efforts to IDEC and to interior design education, scholarship, and service!

## Procedure for Appointments

The following procedure will be used as a guide when making appointments.

- A call for volunteers shall be made according to the process for calls.
- Director and/ or President identifies Chair;
- President appoints Chair
- Chair and Director discuss nominees (for work group);
- Chair develops outline of responsibilities and expectations for serving on the work group; Chair contacts nominees and invites them to sit on work group; and
- Director is responsible for final appointment to the work group.