

# **ILLINOIS DRAFTING EDUCATORS ASSOCIATION**

## **JOB DESCRIPTION FOR THE EXECUTIVE BOARD**

*Note: These Job Descriptions are NOT considered to be within the Constitution and Bylaws of the organization, but are published within the same document for effective file management. Per Bylaws Article II, these job descriptions may be revised on an annual basis without membership supervision or approval.*

### **PRESIDENT**

- Preside over all Executive Board meetings and the Annual Business Meeting.
- Develop and facilitate the agenda of each Board meeting and the Annual Business Meeting.
- Oversee and uphold the goals and objectives of the organization, as stated in the Constitution and Bylaws.
- Upon selection by vote as President by the other elected officers, conduct the selection of other elected officers to the other constitutional positions.
- Arrange, order, and present recognition plaques, certificates, scholarships, and other appropriate recognitions at the Annual Conference or State Drafting/Design Competition.
- In coordination with the Communications Director, submit President's Letter to the membership on a bi-annual basis or more often as desired.
- Obtain or verify secondary signature status for financial transactions on an annual basis.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **VICE-PRESIDENT**

- Attend all Executive Board meetings.
- Preside over the Executive Board meetings and other IDEA activities in the absence of the President.
- In the event of a President resigning or submitting notice he/she is no longer able to fulfill the duties of President, assume the role of President until another President can be appointed.
- In coordination with TEAI representatives, solicit and select presenters for the Annual Conference Friday Program.
- In coordination with TEAI representatives, recruit and facilitate vendors for the Annual Conference on behalf of IDEA.
- Facilitate other duties as assigned by the President and/or Executive Board.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **SECRETARY**

- Attend all Executive Board meetings.

- Record and issue minutes of all Executive Board meetings and the Annual Business Meeting, reporting at each subsequent meeting.
- Record and issue minutes of other general membership meetings, if applicable.
- In coordination with the Communications Director, monitor the publication of minutes to the IDEA website for current and accurate membership reporting.
- Maintain IDEA documents such as the Constitution, Bylaws, and Job Descriptions.
- Provide annual summary report for the annual meeting via the Financial Director for inclusion in the Annual Conference Packet.
- Maintain records of the organization, including minutes, agendas, organizational correspondence, etc. for the organization's archives.
- Facilitate other duties as assigned by the President and/or Executive Board.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **MEMBERSHIP CHAIR/TEAI LIAISONS (2 Positions)**

*Note: These positions are designed to be filled by two individuals, but activities may be divided in such a way as to facilitate the duties effectively. For example, the duties could be divided into north and south regions, or between membership duties and TEAI liaison duties, or other logical means as approved annually by the Executive Board.*

- Attend all Executive Board meetings.
- Become acquainted with the purposes, goals, and the physical operation of the IDEA as an organization, for the purposes of assisting the Executive Board with logistics and effective leadership plans.
- Create, develop, and/or maintain an active and current database of IDEA members.
- Create, develop, and/or maintain an ongoing IDEA recruitment program.
- Work with the Communications Director to conduct an annual outreach activity such as a mailing or email promotion.
- Attend TEAI board meetings and conference calls when feasible to facilitate communication between the two organizations with respect to the Annual Conference.
- Coordinate the sales of souvenir clothing at such events as the Annual Conference or State Drafting/Design Competition.
- Maintain and facilitate the inventory and storage of souvenir clothing, and coordinate orders and selection of new supplies under advisement of the Executive Board.
- On an annual basis, or as deemed necessary by the Board, facilitate the delivery of logo attire for the Executive Board.
- Facilitate other duties as assigned by the President and/or Executive Board.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **COMMUNICATIONS DIRECTOR**

- Attend all Executive Board meetings.
- Maintain a current and relevant website on behalf of the organization.
  - Annual Conference Information, Registration, and Promotion
  - Annual Regional and State Competition Information, Rules, Forms, Archives

- President Letters
  - Secretary Minutes
  - Financial Director Reports
  - Ads and Links for Sponsors and Vendors
- Report a summary of website status and updates at each Board meeting.
  - Establish and maintain a calendar of deadlines for effectively publishing and promoting the major events of the Annual Conference and Annual Competitions to the website.
  - Coordinate and facilitate the logistics and financing of the web development and/or web-hosting service required for the organization to maintain a current and relevant website.
  - In coordination with, and as advised by the Executive Board, facilitate additional social media venues that provide a membership service to the organization.
  - Facilitate postings, links, and other such articles of interest within the IDEA website and social media venues that feature IDEA members, programs, and schools.
  - In conjunction with the Vice-President and Annual Conference vendors, regularly monitor and review vendors, sponsors, and links at the website to promote conference participation.
  - Facilitate other duties as assigned by the President and/or Executive Board.
  - Assist in the operation of the Annual Conference.
  - Assist in the operation of the State Drafting/Design Competition, and be responsible for the arrangement for photographs of the award winners for website publication.

### **FINANCIAL DIRECTOR**

- Maintain a bank account on behalf of the organization, with primary duties including making all deposits of funds and payments of bills in a timely fashion.
- Oversee maintenance of 501(c) (3) non-profit status on behalf of the organization.
- Through effective reporting, monitor year-to-year trends of income and expenditures to assist the Board in effective budgeting.
- Ensure secondary signature status of the President on an annual basis.
- Attend all Executive Board meetings and present regular financial reports.
- In coordination with the Communications Director, monitor the publication of financial reports to the IDEA website for current and accurate membership reporting.
- Present an annual financial report at the Annual Business Meeting.
- In coordination with the President, make arrangements for room and meal reservations and payments for the Executive Board meetings.
- Coordinate Annual Conference registration and pre-registration logistics in conjunction with TEAI.
- In coordination with the Communications Director, monitor the website for accurate registration forms and payment options for the Annual Conference.
- Collect all Annual Conference registration monies.
- Prepare an Annual Conference registration packet for officers, members, guests, presenters, and vendors.
- In coordination with the Competition Director, facilitate the collection of Regional Competition registration fees.
- Facilitate other duties as assigned by the President and/or Executive Board.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **CONFERENCE PROGRAM DIRECTOR**

- Attend all Executive Board meetings.
- Arrange and reserve a host site for the Annual Conference Thursday Program, including rooms, technical support for presenters, and other logistics.
- Coordinate and facilitate the agenda for the Annual Conference Program, with the first draft available at the Pre-Conference Meeting approximately two months before the Annual Conference.
- In coordination with the Communications Director, monitor the publication of the tentative Conference Program to the IDEA website for timely promotion of the Annual Conference.
- Solicit and select the presenters for the Annual Conference Thursday Program, and serve as a liaison to the Vice-President for presenters that may also wish to present at the Friday Program.
- Facilitate the ordering and delivery of a continental breakfast and Annual Business Meeting meal, if applicable.
- Preside over the Annual Conference Thursday Program.
- Provide the Thursday Conference Agenda for the Registration Packet.
- Facilitate other duties as assigned by the President and/or Executive Board.
- Assist in the operation of the Annual Conference.
- Assist in the operation of the State Drafting/Design Competition.

### **COMPETITION DIRECTOR**

- Attend all Executive Board meetings.
- Oversee the operation of the Annual Drafting/Design Competition, including policy review, regional site logistics, awards, conflict resolution, policy enforcement, etc.
- Annually communicate with Regional Directors to assure participation and logistics for the competition are in place for early and accurate website publications.
- Maintain an active list of Regional Directors for the Annual Drafting/Design Competition, and facilitate and/or review the promotional materials related to Regional Competition sites.
- Annually review the Rules and Regulations of the competition, adjusting the competition under advisement of the Executive Board as deemed necessary.
- As directed by the Board, or as feasible, recruit additional Regional Directors and Regional Sites with advisement from the Board.
- Order, obtain, and facilitate the shipment of awards and/or prizes to Regional and State Competition sites in a timely fashion.
- Preside over the Awards Ceremony at the State Competition.
- Coordinate and advise the efforts of the Assistant Competition Director(s).
- Assist in the operation of the State Drafting/Design Competition.
- Facilitate other duties as assigned by the President and/or Executive Board.

### **ASSISTANT COMPETITION DIRECTOR (Problem Development)**

- Attend all Executive Board meetings.
- Annually review the Rules and Regulations of the competition, adjusting the competition under advisement of the Executive Board as deemed necessary.
- Facilitate the authoring, publishing, and copying of the Regional and State problems on behalf of the competition.

- In coordination with the Communications Director, monitor the publication of the Competition Rules and Guidelines in order that information published at the IDEA website for parents and teachers is current.
- Maintain communication with the membership with respect to the competition, including publishing of the problems to the website, conducting periodic feedback sessions, etc.
- Assist in the operation of the State Drafting/Design Competition, including an orientation for judges during the luncheon.

**ASSISTANT COMPETITION DIRECTOR (State Competition Site Coordinator)**

- Attend all Executive Board meetings.
- Work with the Competition Director and Regional Directors to facilitate the RSVP process for State Qualifiers in order to provide an accurate logistic plan.
- Coordinate the logistics of the Annual State Drafting/Design Competition.
  - Arrange for professionals to assist with judging
  - Arrange for student proctors for testing proctors and room setup assistance
  - Reserve rooms and facilitate furniture and technology logistics for competition divisions, including tables, chairs, computers, power and network supply, etc.
  - Reserve rooms for awards ceremony, parent/teacher hospitality, board member logistics, luncheon, and CPDU presentations, as applicable.
  - Facilitate Board member assignments for each division.
  - Facilitate hospitality room and food reservations for parents and teachers
  - Facilitate the luncheon for judges, proctors, and Board members.
- In coordination with the Communications Director, monitor the publication of the tentative State Competition information published at the IDEA website for parents and teachers.
- Facilitate other duties as assigned by the President and/or Executive Board.