



Information Display and Entertainment Association

IDEA 1st Vice President

Job Description

Position: IDEA 1st Vice President

Reports To: IDEA President

1. Duties and Responsibilities

- A. Preside over all meetings of the organization, in the absence of the President.
- B. Act as liaison to Conference Content Committee and Golden Matrix Awards Committee. Work with the GMA Chair Person and Video Director, as needed.
- C. Become Acting President of the organization, if needed.
- D. Network with other IDEA members locally and nationally to be advised of changes and new occurrences in the event presentation industry. Encourage non-members to join IDEA.
- E. Keep all Committee Chair Persons informed of upcoming IDEA events and deadlines for the events. These events include the yearly conference, the Golden Matrix Awards, dues, directory and organization publications, etc.
- F. Write articles for the IDEA website. Encourage other IDEA members to write articles as well.
- G. Assist in organizing the annual conference. Before the conference, work with the Conference Content Committee in developing all general session topics, speakers, mini-session hosts; develop daily timeline for all conference activities; write and/or solicit thumbnail descriptions of all activities for the conference program.
- H. Attend Conference Planning Session/Executive Board meeting in conference host city. Assist with all Executive Board matters.
- I. While at the conference, verify A/V details with hotel staff, review conference schedule with hotel and transportation provider, network with all members at all functions, visit all Allied booths, assist in running all General Sessions, assist Conference Content Committee members with mini-sessions and the daily break-out sessions, and assist GMA Chair with GMA voting sessions.
- J. Strive for 100% IDEA membership of all professional level teams and venues. Encourage all minor league teams and college/university institutions to join IDEA.
- K. Keep IDEA a growing, enthusiastic, and professional organization representing the event entertainment industry.