



Information Display and Entertainment Association

IDEA 2nd Vice President

Job Description

Position: IDEA 2nd Vice President

Reports To: IDEA President

1. Duties and Responsibilities

- A. Preside over all meetings of the organization, in the absence of the President and 1st Vice President.
- B. Act as liaison to Advisory Committee.
- C. Assist the President of the organization, as requested.
- D. Become Acting President of the organization, if needed.
- E. 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.
- F. Keep all Advisory Committee Representatives 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.
- G. Write articles for the IDEA website. Encourage other IDEA members to write articles as well. Remind Advisory Committee Reps update their online presence.
- H. Assist in organizing the annual conference. Before the conference, contact Advisory Committee to 1) collect and publish breakout agendas, 2) get an update on the percentage of members attending from each sport, 3) encourage each rep to contact their breakout members by email AND telephone, if necessary, to encourage conference attendance.
- I. Attend Conference Planning Session/Executive Board meeting in conference host city. Update Board members on methods used to achieve maximum member attendance at the conference. Assist with all Executive Board matters.
- J. While at the conference, review conference schedule with hotel and transportation provider, meet with Advisory Committee Representatives before the conference to review conference responsibilities, network with all members at all functions, visit all Allied booths, coordinate the daily break-out sessions, coordinate all transportation needs.
- K. Strive for 100% IDEA membership of all professional level teams and venues. Encourage all minor league teams and college/university institutions to join IDEA.
- L. Keep IDEA a growing, enthusiastic, and professional organization representing the event entertainment industry.