



Information Display and Entertainment Association

# IDEA President

## Job Description

**Position:** IDEA President

**Reports To:** IDEA Executive Board and General Membership

### **1. Duties and Responsibilities**

- A. Responsible for the overall direction and leadership of IDEA
- B. Preside over all meetings of the organization
- C. Organize and Chair meetings of the Executive Board
- D. Act as liaison to Host City Committee
- E. Weekly contact with the IDEA Executive Director
- F. 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.
- G. Keep all Executive Board members 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.
- H. Write articles for the IDEA website, monthly online newsletter and other organization publications. Encourage other IDEA members to write articles as well.
- I. Assist the Executive Director and 1<sup>st</sup> Vice President with organizing the annual conference. Before the conference, assist in developing all general session topics, speakers, mini-session hosts, daily timeline for all conference activities, edit thumbnail descriptions of all activities for the conference program.
- J. Attend Conference Planning Session/Executive Board meeting in conference host city. Visit hotel and all conference related venues. Chair all Executive Board matters.
- K. While at the conference, revisit all off-site venues, verify details with hotel staff, finalize conference schedule, network with all members at all functions, visit all Allied booths, run all General Sessions, assist with mini-sessions, coordinate the daily break-out sessions, and deliver a "State of the IDEA" address to the general membership.
- L. Strive for 100% IDEA membership of all professional level teams and venues. Encourage all minor league teams and college/university institutions to join IDEA.
- M. Keep IDEA a growing, enthusiastic, and professional organization representing the event entertainment industry.