



Information Display and Entertainment Association

IDEA Secretary

Job Description

Position: IDEA Secretary

Reports To: IDEA President

1. Duties and Responsibilities

- A. Produce and disseminate minutes of all General Membership and Executive Board meetings.
- B. Act as liaison to Alumni Committee.
- C. Tabulate all election and Golden Matrix Awards balloting.
- D. Assist with annual conference on-site check-in and registration.
- E. Assist with corporate partnership sales.
- 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. Encourage other IDEA members to write articles as well.
- I. Procure products for the annual conference. Before the conference, assist with the selection and purchase of the IDEA giveaway item, conference lanyards and badges. Oversee production of conference print needs including name badges, banners, GMA certificates and table tents. Assist with other conference organization needs, as necessary.
- J. Attend Conference Planning Session/Executive Board meeting in conference host city. Assist with all Executive Board matters.
- K. While at the conference, oversee all balloting, network with all members at all functions, and visit all Allied booths.
- 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.