

IDEA Committee Chair Description:

ARCS is seeking an IDEA Committee Chair who will initiate and contribute to the successful implementation of IDEA initiatives within the association. This Chair will be self-motivated and be able to work independently based on the advice from the Board of Directors.

The Chair will oversee a committee made up of existing ARCS committee and sub-committee members and is expected to foster a culture of inclusion and empowerment. This is a new position within ARCS and the committee chair will have the ability to collaborate with the Board to help shape future IDEA initiatives within the association.

Previous work within IDEA principles is highly encouraged, although not required. Previous work within the ARCS organization is also highly encouraged but not necessary.

This committee will meet at least 4 times each fiscal year for 1 hour. This position requires independent work outside of regularly scheduled committee meeting times and may have additional meetings as needed. Independent work is expected to be around 4-5 hours a month.

This is a 2-year position.

DESCRIPTION OF DUTIES:

- Oversee and lead the ARCS IDEA Committee
- Serve as member of ARCS Head-Chairs Committee.
- Work with the assigned Board Liaison, and the Board of Directors, to track progress of the committee
- Submit monthly Committee reports to the board
- Coordinate the duties of the ARCS IDEA Committee
- Call committee meetings and set agendas.
- Take minutes or appoint a committee member to do so.

ORGANIZATIONAL OBJECTIVES:

- Lead Committee to execute the Committee's charge, and to establish and accomplish annual metrics and goals.
- Serve as point of contact for other Committees/Task Forces on ARCS IDEA-related topics
- Ensure that IDEA initiatives are central to the mission of ARCS both internally and externally

BENEFITS OF SERVING AS CHAIR:

- Strengthen your leadership and organizational skills while making a direct impact on the profession.
- Enhance your resume with a national-level leadership role.
- Expand your professional network through collaboration with ARCS members, committees, and the Board of Directors.
- Gain visibility within the field as a thought leader shaping resources and knowledge-sharing.