



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - PRESIDENT

The President of the Virginia Art Education Association (VAEA) is responsible for the basic running of the organization. He or she serves a term of two years and an additional two years as past-president.

From the VAEA Constitution; Article VI:

1. *The President shall perform the duties of this office, preside at the annual business meeting and any meeting of the Executive Committee, and be, ex officio, a member of all regions, divisions, and committees. The further duties of the President shall be as listed:*
 - a. *Opens any general session, conducts proper business procedures, maintains order, and proceeds with any function or responsibility necessary to carry on the business of the session.*
 - b. *Votes to break a tie in voice or roll call vote if necessary.*
 - c. *Votes as any other member in a ballot vote and cannot break a tie in a ballot vote.*
 - d. *Appoints any and all committees vital to the function and welfare of the organization.*
 - e. *Appoints a member, with the approval of the Executive Committee, to serve as editor of the VAEA newsletter and for the dissemination or information and news concerning the organization.*
 - f. *Serves as a VAEA delegate to the NAEA Delegates Assembly when the VAEA meets the NAEA membership criteria for a second delegate.*

Duties of the President shall include but are not limited to:

- ❖ Performing the usual duties of this office; e.g.:
 - Maintaining and leading the organization in a vision/plan of action
 - Keeping abreast of current policies and trends in visual art education and legislation related to interests of the VAEA
 - Regular communication with members of the board
- ❖ Appointing members to the VAEA Extended Board representative of all regions and levels
- ❖ Scheduling Executive Committee and Extended Board meetings
- ❖ Developing agendas for all board and annual state membership meetings
- ❖ Presiding over VAEA Executive Committee and Extended Board meetings
- ❖ Establishing VAEA committees as appropriate or vital to the function and welfare of the organization
- ❖ Coordinating and working cooperatively with activities of board members and committees relative to VAEA responsibilities
- ❖ Presiding over specified functions at state conferences including annual membership meeting
- ❖ Attending and representing VAEA at state, regional and national conferences
- ❖ Serving on NAEA Delegates Assembly at national conferences fulfilling assigned committee assignments and develop an annual state report
- ❖ Preparing activities for the Southeast Regional Conference when hosted by Virginia
- ❖ Writing vouchers and approve payment requests from VAEA treasurer based on approved state budget
- ❖ Writing an article for each VAEA Newsletter
- ❖ Assisting in writing, updating and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – VICE PRESIDENT

The Vice-President is elected for a two year term.

From the VAEA Constitution; Article VI:

2. The Vice President shall perform the duties of the President during the latter's absence. The Vice President shall become President should the President vacate the office. The Vice President shall act as Conference Chair. The Vice President will be responsible for making a quarterly conference financial report to the Treasurer.

Duties of the Vice-President shall include but are not limited to:

- ❖ Assuming the duties of the President in the event of absence or vacancy of that office
- ❖ Assuming other duties as may be determined by the President
- ❖ Attending all meetings of the VAEA Executive Committee, Extended Board and General Business Sessions
- ❖ Serving, in cooperation with the Executive Secretary, as the conference coordinator for the annual State conference. The duties and responsibilities of the conference coordinator shall include:
 - a. to recommend the name of a member to serve as local chair person in delegating responsibility for various aspects of the local planning/ to coordinate with the Regional President, or a designee, of the region hosting the annual conference as site coordinator
 - b. to work with the regional site coordinator(s) in delegating responsibility for various aspects of the local planning, e.g.: Registration, Merchandise table, Decoration, Student art exhibit, Evening activities and local attractions, etc.
 - c. to solicit and review all proposals for conference programming and provide a schedule of events for conference
 - d. to act a liaison between conference presenters and conference site
 - e. to coordinate all conference publicity through VAEA Newsletter and other publicity channels
 - f. to coordinate the conference evaluation process
 - g. to assume all responsibility for the sound financial management of the conference with the help of the Executive Secretary. The responsibilities in this area should include:
 1. to submit a proposed conference budget to the Board for approval
 2. to negotiate and sign all conference related contracts with vendors
 3. to maintain an accurate accounting of all conference related income and expenses, and present a written financial statement to the Board after the conference
 - h. to submit a final conference report to the board detailing attendance figures, evaluation data and other pertinent information. This report, along with a copy of the conference program, will serve as a permanent record of the conference
- ❖ Assisting in writing, updating and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - SECRETARY

The Secretary is elected for a two year term.

From the VAEA Constitution; Article VI:

3. The Secretary shall keep the minutes of all meetings of the Executive Committee and the general meetings of the VAEA. The Secretary shall be custodian of the records and papers, prepare or assist in preparing agendas for the meetings, call the roll and notify committees.

Duties of the Secretary shall include but are not limited to:

- ❖ Attending all meetings of the VAEA Executive Committee, Extended Board and General Business sessions
- ❖ Recording and distributing the minutes of the VAEA Board meetings, the annual VAEA Business meeting and additional meetings called by the President or the membership, and to file copies of the minutes with the VAEA Archivist
- ❖ Acting as parliamentarian for all VAEA professional board and state meetings
- ❖ Collecting and maintaining any reports/handouts from members of the VAEA Extended Board as presented at meetings
- ❖ Passing all records on to next Secretary at end of term
- ❖ Assisting in writing, updating and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION - TREASURER

The Treasurer is elected for a two year term.

From the VAEA Constitution; Article VI:

- 4. The Treasurer shall be the custodian of all money belonging to the VAEA and shall deposit same in a bank approved by the Executive Committee. The further duties of the Treasurer shall be as listed:*
- a. Keeps accurate records of receipts and disbursements,*
 - b. Compiles Regional fiscal reports,*
 - c. Makes annual reports and such others as may be requested by the Executive committee,*
 - d. Files reports including any federal or state tax reports necessary for the years in office.*
 - e. Supervises and coordinates the collection, documentation, and processing of all monies of state meetings. Books concerning all assets and debits shall be fully audited by a designate of the Executive Committee prior to being release to the newly elected Treasurer.*

Duties of the Treasurer include but are not limited to:

- ❖ Attending all meetings of the VAEA Executive Committee, Extended Board and General Business sessions
- ❖ Making quarterly financial reports at board meetings
- ❖ Developing an annual financial report for membership and coordinating state auditing
- ❖ Maintaining accurate records and filing reports including any federal or state tax reports necessary for the years in office
- ❖ Maintaining a positive bulk mail account for VAEA business
- ❖ Issuing checks as designated by the VAEA approved budget or as designated by the President
- ❖ Requiring and maintaining records of financial reports of the five VAEA regions
- ❖ Providing for smooth transition of finances and accounts to Treasurer-elect by initiating account signatures additions and transfers
- ❖ Passing on balanced records and information required for filing necessary nonprofit status to Treasurer-elect and offering guidance to Treasurer-elect in writing organizational budget
- ❖ Assisting in writing, updating and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION — PAST-PRESIDENT

The Past-President serves a second two year on the VAEA Executive Board upon the completion of their term as President.

From the VAEA Constitution; Article VI:

5. The Past President shall serve as the VAEA representative to the NAEA Delegates Assembly and as the chair of the VAEA nominating committee for VAEA officers.

Duties of the Past-President include but are not limited to:

- ❖ Attending all meetings of the VAEA Executive Committee and Extended Board
- ❖ Representing the VAEA on the NAEA Delegates Assembly
- ❖ Attending state, regional and national professional meetings as appropriate
- ❖ Serving as the chair of the VAEA nominating committee for state offices and coordinating a nominating committee with representation from each of the five VAEA regions
- ❖ Assisting in writing, updating and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – REGIONAL PRESIDENT

Regional officers are to be nominated and elected by the membership of each of the five VAEA regions. Officers are elected for a two year term and elections are held on alternate years (even numbered years) from state elections.

From the VAEA Constitution; Article VI:

6. The Regional Presidents shall coordinate all VAEA activities in their respective Regions. The Regional Presidents shall also call Regional meetings; maintain accurate records of all VAEA money allocated for Regional activities; and submit quarterly financial reports covering all Regional financial activities to the VAEA Treasurer.

Duties of the Regional President include but are not limited to:

- ❖ Attending all meetings of the VAEA Extended Board as a voting member and representing the concerns of the members in the region
- ❖ Scheduling and chairing regional board meetings as appropriate
- ❖ Overseeing and cooperating with the responsibilities of other regional officers including financial accountability and reporting
- ❖ Providing direction and support in establishing regional professional development and enrichment activities for art educators
- ❖ Promoting regular communication among art educators in the region and/or providing for the regular publication of regional newsletters
- ❖ Assuming or delegating responsibility for submitting vouchers and receipts for all VAEA funded activities, and maintaining accurate accounting of annual income and expenses for regional activities
- ❖ Coordinating, in cooperation with the Membership Chair, the publicity, document collection and selection process for the VAEA Art Educator awards for the region
- ❖ Coordinating, in cooperation with the Membership Chair, recruitment and retention of members within the region
- ❖ Supporting and promote YAM activities within the region
- ❖ Serving as liaison between the regional board and membership and the VAEA Extended Board by reporting regional activities as appropriate
- ❖ Coordinating regional awards and selections following VAEA guidelines and dates
- ❖ Planning and chairing a regional business meeting to be held annually at VAEA professional development conference
- ❖ Writing an article for each VAEA Newsletter regarding activities of the region
- ❖ Providing a quarterly financial report to the Treasurer
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – REGIONAL OFFICERS

Shall serve for their elected 2 year term or appointed term of office.

Assume on the Regional level duties as outlined for state officers relative to regional activities.

Duties for Regional Officers include but are not limited to:

- ❖ Supporting Regional president and fulfill specific responsibilities as needed and defined by the regional board
- ❖ Promoting regular communication among art educators in the region
- ❖ Assisting in the preparations for the annual conference when hosted by their region
- ❖ Serving as a delegate to the VAEA Extended Board in the absence of the Regional President
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – DIVISION DIRECTORS

Elementary, Middle, Secondary, Higher Education, Supervision/Administration and Museum Education

Division Directors are appointed by the President. They are asked to serve during that President's term of office. They can serve consecutive terms for different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Division Directors include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Representing the interests and concerns of the specific division or group appointed to, including student organizations such as honors groups and NAEA student chapters
- ❖ Promoting regular communication among art educators of the specific division and the VAEA
- ❖ Maintaining current information on issues of importance and of current research in the specific division to be able to relay this to division members and the larger membership
- ❖ Planning and chairing an annual division meeting at the VAEA Professional Development Conference and, when possible, attending and representing the VAEA at division meetings at the regional (Southeast) and/or national (NAEA) level as the State division representative
- ❖ Coordinating VAEA activities which help to promote professional development for members of the division
- ❖ Promoting cooperation and interaction between the members of the division
- ❖ Writing and submitting an article for publication in the quarterly VAEA Newsletter; including items of potential interest to members of the division and the full membership
- ❖ Maintaining a record of the ongoing activities of the division and submitting reports in writing to the Executive Secretary three (3) weeks prior to each Board meeting
- ❖ Reporting the activities and concerns of the VAEA division to the appropriate NAEA Southeastern Regional Division Director and/or the NAEA Division Director
- ❖ Coordinating, in cooperation with the Membership Chair, recruitment of new members/institutions within appointed division and their active involvement
- ❖ Assuming the responsibility for submission of vouchers and receipts for all VAEA funded division activities to the Treasurer
- ❖ Cooperating with the Regional Presidents and Membership Chair in coordinating the publicity, document collection and selection for the VAEA Art Educator awards in the respective divisions
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – ADVOCACY CHAIR

The Advocacy Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Advocacy Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Awareness of current advocacy needs/concerns in VAEA and NAEA; especially concerning state and national legislation affecting the arts and art education
- ❖ Keeping the VAEA Extended Board advised of current advocacy efforts and coordinate efforts to increase advocacy materials and information
- ❖ Representing VAEA at public hearings as appropriate
- ❖ Assisting in the development and dissemination of appropriate advocacy materials
- ❖ Awareness of and, if possible, membership in such advocacy groups as Virginians for the Arts and the John F. Kennedy Center for the Arts
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Writing and submitting an article for publication in the quarterly VAEA Newsletter; including items of potential interest to members and tips for advocacy efforts
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – ARCHIVIST

The Archivist is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Archivist include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA
Extended Board
- ❖ Keeping organized files of past organizational documents
- ❖ Acting custodian of current constitution, policy handbook and position descriptions of the VAEA
- ❖ Working closely with the VAEA Secretary in retaining important organizational documents. (i.e. officers, letters, resolutions, etc.)
- ❖ Determining which records should be filed and which should be disposed of
- ❖ Making files in archives available for research as needed
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – MEMBERSHIP CHAIR

The Membership Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Membership Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Attending the VAEA Professional Conference and maintain membership table for information
- ❖ Updating and maintaining membership information for reporting to the VAEA Board and for Regional presidents information
- ❖ Maintaining communication as necessary with NAEA for updating information
- ❖ Maintaining necessary NAEA and VAEA records for updating appropriate mailing labels/information for national, state and regional mailing or communication services
- ❖ Promoting the growth of NAEA/VAEA membership
- ❖ Attracting new members to the association for all levels of art education in all types of institutions
- ❖ Maintaining the existing membership by contacting members who have allowed their membership to lapse
- ❖ Making members aware of the benefits offered to the membership
- ❖ Writing and submitting a membership column for each edition of the NAEA Newsletter
- ❖ Submitting membership updates to the VAEA Executive Boards and providing regions with membership lists
- ❖ Serving as awards coordinator for all VAEA awards by conducting the selection and presentation of the VAEA Art Educator Awards for elementary, middle and high school levels and to assist regions in conducting their selection processes for regional teachers of the year
- ❖ Providing a membership report at the annual VAEA Business meeting
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – NEWSLETTER EDITOR

The Newsletter Editor is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Newsletter Editor include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Organizing schedule to get newsletter out on time including time for printing and mailing
- ❖ Working with the VAEA Executive secretary in obtaining newsletter articles in a timely manner
- ❖ Editing and designing newsletter; including receiving articles, editing, layout design, art works submitted, commercial ads, etc. Articles are submitted by the VAEA President, Vice-President, Division Directors, Regional Presidents, Youth Art Month Chair and Affiliates: Membership Chair, Advocacy Chair, and Research, Curriculum & Grants. Other articles are solicited, collected or written as determined by the Editor and/or President
- ❖ Submitting completed newsletter to printer and approving proofs of newsletter prior to printing
- ❖ Checking on mailing arrangements including mailing labels, appropriate names for mailing, and mailing details
- ❖ Submitting copies of annual newsletters to NAEA
- ❖ Being responsible to follow through on any specific needs regarding editing, printing and mailing of newsletters for each issue if not specified above
- ❖ Seeing that the newsletter is ready for mailing within one month following the deadline for submitting news materials. The deadlines are as follows:

<u>Quarter</u>	<u>Deadline</u>	<u>Mailing</u>	<u>Focus</u>
Fall	July 15	September 15	Conference
Winter	November 15	January 15	Awards/Conference report
Spring/Summer	March 15	May 15	YAM
- ❖ Arranging for printer to send finished newsletters to professional mailing company
- ❖ Filing all receipts and invoices and sending a copy to the Treasurer for remittance or arranging for invoices to be sent to Treasurer
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – RESEARCH, CURRICULUM & GRANTS CHAIR

The Research, Curriculum & Grants Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Research, Curriculum & Grants Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Being informed of current topics in curriculum and research and bring them to VAEA Board attention
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Writing and submitting an article for publication in the quarterly VAEA Newsletter; including items of potential interest to members
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – RETIRED EDUCATORS CHAIR

The Retired Educators Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Retired Educators Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Maintaining communication with retired membership and maintaining a listing of retirees
- ❖ Planning special activities or meetings for retirees (and soon to be retirees) for the VAEA Professional Development Conference
- ❖ Planning and activating special activities for retiree participation and involvement in VAEA activities and membership efforts as appropriate
- ❖ Writing an article for VAEA newsletter with information on activities and achievements of retirees
- ❖ Working to keep retirees involved and visible as active members of the VAEA
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – TECHNOLOGY CHAIR

The Technology Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Technology Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Organizing schedule to get webpage updated efficiently
- ❖ Working with the VAEA Executive and Extended Boards in obtaining articles/information in a timely manner
- ❖ Editing and designing the VAEA webpage
- ❖ Reviewing content of other NAEA state organization webpages to maintain a current, aesthetically pleasing and user-friendly site
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – YOUTH ART MONTH COORDINATOR

The Youth Art Month (YAM) Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the VAEA Constitution, Article VIII:

3. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the VAEA Executive Committee.

Duties for Youth Art Month Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Preparing and disseminating Youth Art Month (YAM) materials throughout Virginia school systems, promoting this celebration in the school and communities Putting together information on YAM, including ideas for activities to celebrate YAM to be distributed at meetings or special events through regional activities
- ❖ Coordinating state activities or programs, i.e. YAM flag contest
- ❖ Oversee the selection and construction of the Virginia YAM Flag
- ❖ Planning for YAM exhibits and state awards
- ❖ Arranging for state recognition of YAM through legislators and/or governor's office
- ❖ Compiling necessary reports to be presented to state and national levels of YAM committees
- ❖ Seeking endorsements declaring March as Youth Art Month from the Governor of Virginia, the General Assembly, local governing bodies, school boards, etc; and to encourage this practice by local school systems
- ❖ Requesting information on Youth Art Month celebrations from throughout the state to include: photographs, proclamations, posters, clippings, etc. to be included in a scrapbook made according to specifications issued by NAEA, and to submit that scrapbook to the annual NAEA competition
- ❖ Writing an article encouraging the observance of YAM for the VAEA Newsletter
- ❖ Providing press releases for the media encouraging coverage of Youth Art Month activities
- ❖ Providing information to the editor of NAEA News concerning special events occurring in Virginia
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – EX OFFICIO

The VAEA Extended Board includes Ex Officio members of certain professional groups including the Virginia Department of Education (DOE) and the Virginia Commission for the Arts (VCA). These members serve as advisory but non-voting members. They offer current information on many developments in the arts and art education and are vital to current information for the board.

Duties for Ex Officio Board members include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Providing timely and pertinent information from the representing organization as impacts visual arts education and the VAEA Board and membership
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION — EXECUTIVE SECRETARY

The VAEA Executive Secretary is appointed by the VAEA President in consultation with the VAEA Executive Board. This is a nonvoting, salaried position on the VAEA Executive or Extended Board.

Duties for Executive Secretary include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Arranging board meetings; i.e. location and time, according to directives from the President
- ❖ Arranging or planning appropriate refreshments, etc. during board meetings
- ❖ Attending to appropriate correspondence for the association
- ❖ Distributing meeting announcements and agendas, prepare official correspondence and assume other duties as may be determine by the President
- ❖ Distributing board meeting minutes and associated reports to all board members on a schedule established by the President. A copy of all minutes and associated reports will be copied for the VAEA archives.
- ❖ Reminding board members of meetings and other deadlines
- ❖ Attending and represent VAEA at various state, regional and national meetings
- ❖ Organizing and submitting VAEA award winners for regional and national nominations
- ❖ Working closely with the VAEA Vice-President and local conference site-coordinators to facilitate conference planning including:
 - working with vice president and Hotel Liaison to schedule future state conferences sites
 - formatting, typing and proofing state conference booklet according to the program schedule determined by vice president
 - arranging for publication and statewide mailing of conference bulletin in a timely manner
 - soliciting and receiving reservations for vendor participation at state conferences
 - working with vendors, arranging hospitality, booth sitters, security, etc. during state conference
 - maintaining an account for conferences
 - providing assistance as appropriate for conference planning and activities
- ❖ Working closely with the VAEA Newsletter Editor to facilitate timely publication:
 - working with editor to solicit timely articles for the newsletter
 - receiving and reviewing/editing newsletter articles from board members
 - communicating and sending articles to the editor
- ❖ Providing professional assistance and representation for the VAEA when and wherever appropriate
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION
POSITION DESCRIPTION – STUDENT CHAPTER SPONSOR

Duties for Student Chapter Sponsor include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Encouraging art education department chairpersons and other art educators from Virginia institutions of higher education to organize VAEA student chapters
- ❖ Conducting a program for chapter sponsors and/or educators interested in establishing chapters during the annual VAEA Conference
- ❖ Providing guidance to the Student Chapter Representative in the activities planned during the annual VAEA Conference and throughout the year
- ❖ Compiling a list of existing chapters and provide this information to the VAEA Newsletter Editor and VAEA President
- ❖ Reporting newsworthy activities to the VAEA Newsletter Editor
- ❖ Reporting newsworthy activities to the Student Chapter columnist in the NAEA Newsletter
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA



VIRGINIA ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – STUDENT CHAPTER REPRESENTATIVE

Duties for Student Chapter Representative include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the VAEA Extended Board
- ❖ Promoting chapter membership in his/her own institution of higher learning
- ❖ Coordinating activities with other student chapters in Virginia
- ❖ Being responsible for the Student Chapter program at the annual VAEA Conference
- ❖ Coordinating a recreational “get-together” for the students attending the VAEA Conference
- ❖ Cooperating with the Student Chapter Sponsor in the function of the chapter and conference program
- ❖ Reporting regularly on VAEA Student Chapter activities to the VAEA Newsletter Editor and send a copy to the VAEA President and Secretary
- ❖ To contact other college and university art departments without student chapters regarding the initiation of same
- ❖ To promote newsworthy information to Student Chapter columnist in the NAEA Newsletter
- ❖ Assisting in writing and implementing the VAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and VAEA