



## Board and Advisory Council Position Responsibilities

### EXECUTIVE SECRETARY

#### DUTIES OF THE EXECUTIVE SECRETARY (contract)

**Reports to:** President & Executive Committee

**Job Description:** Part-time position

A committee of VAEA Executive Board members shall hire the Executive Secretary, with the subsequent contract eligible for annual renewal.

The Executive Secretary shall be under the direction of the Executive Board.

The Executive Secretary shall have an annual review.

#### Job Requirements:

- Art education degree with at least 5 years successful classroom experience
- Association background
- A person of integrity
- Ability to develop and maintain positive relationships with members
- Self-starter
- Experienced with direct reports, personnel, vendors, public relations
- Fiscally responsible

#### Reimbursement:

- Salary: Contract as negotiated with the VAEA Board
- Travel: mileage (submitted by turning in receipt for gasoline used during the trip, at the conclusion of the trip), hotel bills (with receipt), food costs (with receipts), airfare (with receipts). Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/Southeastern Region Summer Meeting, VAEA Board Meetings and additional meetings as requested by the President.
- Computer software and updates as required

#### Duties shall include but are not limited to the following:

##### General

- Provides professional assistance and representation for the VAEA when and wherever appropriate.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

##### Communication

- Works closely with the VAEA News Editor to facilitate timely publication:
  - Works with editor to solicit timely articles for the News.
  - Receives and reviews/edits News articles from board members.
  - Communicates and sends articles and art to the editor.

##### Board Meetings/Retreats

- Attends and serves as an *ex officio* member at all meetings of the VAEA Executive Board and Advisory Council.
- Arranges board meetings; i.e. location and time, according to directives from the President.
- Attends to appropriate correspondence for the association

- Distributes meeting announcements and agendas, prepares official correspondence, and assumes other duties as may be determined by the President.
- Calls for board meeting minutes and associated reports due two weeks prior to any board meeting and distribute to all board members one week prior to the meeting.
- Remind Board members and Advisory Council of meetings and other deadlines.

### **Conference**

- Works with Conference Management Liaison to schedule future state conferences sites.
- With input from the Vice President, enters any contractual obligations with vendors or the hotel.
- Designs and formats conference website and coordinates with website manager to publish on VAEA website.
- Solicits and receives reservations for vendor participation at state conferences.
- Works closely with the VAEA Vice President and local conference site-coordinators to facilitate and aid with conference planning including:
  - Formatting and proofing state conference booklet according to the program schedule determined by Vice President/Conference Chairs.
  - Maintaining financial account for conferences and presenting a written financial statement to the Board after the conference.
  - Working with vendors, arrange hospitality, booth sitters, security, etc. during state conference.

### **Awards**

- Organizes and submits VAEA award winners for Southeastern regional and National nominations by October 1 deadline.
- Creates certificates for VAEA state and regional award winners and Fellows and coordinates the signing of certificates with the help of the Awards and Fellows Chairs.

### **Elections**

- Receives slate and nominee information from Past President/Nomination Chair (even years) or Regional Presidents (odd years).
- Formats nominee information and ballot and distributes both for membership vote.
- Notifies President of results of the election.

### **Retreat**

- With input from President, contracts with site for retreat.
- Contacts board for reservation and meal information.



## Board and Advisory Council Position Responsibilities

### PRESIDENT

#### DUTIES OF THE PRESIDENT (2 year elected/voting)

**Reports to:** VAEA Board, Executive Secretary & Executive Committee

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 News and for the dissemination of 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 shall include but are not limited to the following:

##### VAEA and VCFAE Duties -

- Serves on and/or appoints VAEA delegates to the Virginia Coalition for Fine Arts Education (VCFAE); appoints VA NAEA DEI representatives.
- Keeps abreast of current policies and trends in visual art education and legislation.
- Leads the organization in developing and implementing a vision/plan of action.
- Assists in/facilitate writing, updating and implementing the VAEA Strategic Plan.
- Supports the mission and advocacy of the VAEA.
- Designates a Board meeting folder and uploads agenda, Board report, and any related materials into a designated online folder at least one week in advance of board meetings.

##### President Duties -

- Appoints members to the VAEA Advisory Council representative of all regions and levels.
- Establishes VAEA committees as appropriate (or vital) to the function and welfare of the organization.
- Schedules Executive Committee, Executive Board and Advisory Council meetings.
- Develops agendas for all board and annual state membership meetings.
- Presides over VAEA Executive Committee, Executive Board and Advisory Council meetings.
- Coordinates and works cooperatively with board members and committees relative to VAEA activities and responsibilities.
- Maintains regular communication with members of the Board.
- Writes vouchers and approves payment requests from VAEA treasurer based on approved state budget
- Writes an article for each VAEA News.
- Plans and participates in the annual Leadership Retreat.
- Presides over specified functions at state conferences including annual membership meeting.
- Provides opportunities for members to become involved in, plan, and promote VAEA activities and mentors them during the process

**NAEA Duties -**

- Supports the mission and advocacy of the National Art Education Association (NAEA).
- Attends and represents VAEA at state, regional and national conferences.
- Serves on NAEA Delegates' Assembly at national conferences, fulfills DA assignments, and develops an annual state report and/or presentation.
- Prepares activities for the Southeast Regional Conference when hosted by Virginia.



## Board and Advisory Council Position Responsibilities

### PAST PRESIDENT

#### **DUTIES OF THE PAST PRESIDENT (2-year term automatic after presidency/voting)**

**Reports to:** President, Executive Secretary & Executive Committee

From the VAEA Constitution; Article VI:

2. *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 shall include but are not limited to the following:**

##### **VAEA Duties -**

- Attends all meetings of the VAEA Executive Committee, Executive Board and Advisory Council.
- Uploads Board report, and any related materials into a designated online folder at least one week in advance of board meetings.
- Advises the sitting President as needed.
- Assists in writing, updating and implementing the VAEA Strategic Plan.
- Supports the mission and advocacy of the VAEA.
- Participates in the annual Leadership Retreat.

##### **Past President Duties -**

- Serves as the chair of the VAEA nominating committee for state offices and coordinates a nominating committee with representation from each of the five VAEA regions.
- Oversees the updating of the VAEA Handbook.
- Attends state professional meetings as appropriate.
- Provides opportunities for members to become involved in, plan, and promote VAEA activities and mentors them during the process.

##### **NAEA Duties -**

- Represents the VAEA on the NAEA Delegates' Assembly.
- Attends regional and national professional meetings as appropriate.
- Supports the mission and advocacy of the National Art Education Association (NAEA).



## Board and Advisory Council Position Responsibilities

### VICE PRESIDENT

#### DUTIES OF THE VICE PRESIDENT (2 year elected/voting)

**Reports to:** President, Executive Secretary & Executive Committee

From the VAEA Constitution; Article VI:

*3. 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 shall include but are not limited to the following:

##### VAEA Duties -

- Assumes the duties of the President in the event of absence or vacancy of that office.
- Assumes other duties as may be determined by the President.
- Attends all meetings of the VAEA Executive Committee, Executive Board and Advisory Council.
- Uploads Board report, and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists in writing, updating and implementing the VAEA Strategic Plan
- Participates in the annual Leadership Retreat
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA
- Writes an article for each *VAEA News*

##### Vice President Duties -

- Reviews outline of VAEA conference process found in *VAEA Policy and Procedures Handbook*.
- Serves, in cooperation with the Executive Secretary, as the conference coordinator for the annual VAEA conference. The duties and responsibilities of the conference coordinator shall include the following:
  - Delegates responsibility for various aspects of the local planning to the Regional President, or a designee, of the region hosting the annual conference as site coordinator.
  - Works 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.
  - Solicits and reviews all proposals for conference programming and provides a schedule of events for conference.
  - Acts as liaison between conference presenters and conference site.
  - Coordinates all conference publicity through VAEA News, website, and other publicity channels.
  - Coordinates the conference evaluation process.
  - identifies and invites potential leaders to special meeting at conference.
  - Assumes all responsibility for the sound financial management of the conference with the help of the Executive Secretary. The responsibilities in this area should include the following:
    - Participates with Executive Secretary in the negotiation of all conference-related contracts with vendors.
    - Ensures an accurate accounting of all conference related income and expenses.
    - Submits 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.
- Provide opportunities for members to become involved in, plan, and promote VAEA activities and mentor them during the process.



## Board and Advisory Council Position Responsibilities

### SECRETARY

#### **DUTIES OF THE SECRETARY (2 year elected/voting)**

**Reports to:** President, Executive Secretary & Executive Committee

From the VAEA Constitution; Article VI:

*3. The Secretary shall keep the minutes of all meetings of the Executive Committee, the VAEA Board, 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 shall include but are not limited to the following:**

##### **VAEA Duties -**

- Attends all meetings of the VAEA Executive Committee, Executive Board and Advisory Council and General Business sessions.
- Uploads minutes from the immediately previous Board meeting and any related materials into a designated online folder at least one week in advance of board meetings.
- Acts as parliamentarian for all VAEA professional board and state meetings.
- Assists in writing, updating and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

##### **Secretary Duties -**

- Records the minutes of VAEA Board meetings, the annual VAEA Business meeting, and additional meetings called by the President or the membership, and files copies of the minutes, including Advisory Council reports with the VAEA Archivist, President and Executive Secretary.
- Collects and maintains any reports/handouts from members of the VAEA Executive Board and Advisory Council as presented at meetings.
- Passes all records on to next Secretary at the end of term.



## Board and Advisory Council Position Responsibilities

### TREASURER

#### DUTIES OF THE TREASURER (2 year elected/voting)

**Reports to:** President, Executive Secretary & Executive Committee

From the VAEA Constitution; Article VI:

3. *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 released to the newly elected Treasurer.*

**Duties shall include but are not limited to:**

#### VAEA Duties -

- Attend all meetings of the VAEA Executive Committee, Executive Board and Advisory Council.
- Uploads Board report, and any related materials into a designated online folder at least one week in advance of board meetings.
- Makes quarterly financial reports at board meetings.
- Assists with writing, updating and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Treasurer Duties -

- Develops an annual financial report for membership and coordinate state auditing.
- Provides Treasurer's report for all VAEA Board meetings and the VAEA Annual meeting.
- Maintains accurate records and filing reports including any federal or state tax reports necessary for the years in office.
- Maintains a positive funding for the bulk mail account for VAEA business, as needed based on number of issues physically printed and requirements of the printer.
- Issues checks as designated by the VAEA approved budget or as designated by the President.
- Requires, collects, and reports records of financial reports from the five VAEA regions.
- Provides for smooth transition of finances and accounts to Treasurer-elect by initiating account signatures additions and transfers.
- Passes on balanced records and information required for filing necessary nonprofit status to Treasurer-elect and offers guidance/assistance to Treasurer-elect in writing organizational budget.

#### Timetable for VAEA Treasurer

As Treasurer, you are responsible for compiling and maintaining quarterly financial reports, and as well as updating members of the Executive Committee on the balance of committee amounts. In addition, the treasurer will monitor all budget items and make sure all budget items are being adhered to and all VAEA debits are paid and approved reimbursements and deposits processed in a timely manner.



## Important Documents in Treasurer Binder:

- 1) Statement of 501 (c) 3 status
- 2) Bulk Mail account information

### January

- Attends VAEA Retreat and provides a digital year end Treasurer's reports which includes Regional fiscal reports.
- Send regional allocations when requested. Add funds to the bulk mail account as needed.
- Transfers year end surplus to Money Market Account. (Surplus is defined as the amount of funds remaining in the checking account after the development of the succeeding FY balanced budget and not designated for inclusion in that budget.)
- Prepares and submits to Executive Secretary W-2 and Tax forms for years you are treasurer.
- Contacts accountant for prior fiscal year (January 1 – December 31).
- Reconciles accounts; remit necessary payments.

### February

- Confirms that the previous treasurer has submitted necessary documents to VAEA Tax Accountant for 1<sup>st</sup> year in office. Treasurers are required to submit taxes for the years they were custodians of account to provide accurate records/answers to issues.
- Reconciles account; remits necessary payments.

### March

- Reconciles accounts; remits necessary payments.

### April

- Attends the Executive Board meeting, when scheduled. Collects regional treasurer reports and submits a report on the status of accounts/budget.
- Reconciles accounts; remits necessary payments.

### May – **NOTE: Taxes must be filed and signed by May 15.**

- Reconciles accounts; remits necessary payments.
- Collects documents from tax accountant.
- Labels and stores records with Tax files, file return in Treasurer binder. Shreds documents as scheduled – records are held for 7 years.

### June, July, and August

- Reconciles accounts; remits necessary payments.

### September

- Attends the Executive Board meeting, when scheduled, prior to upcoming conference. Collects regional treasurer reports and submits a report on the status of accounts/budget.
- Reconciles accounts; remit necessary payments.

### October

- Reconciles accounts; remits necessary payments.

### November

- Attends the Executive Board meeting, when scheduled, at the VAEA Annual Professional Development Conference. Collects regional treasurer reports and submits a Treasurer's report on the status of accounts/budget. At the annual business meeting, submits a Treasurer's report to the membership.
- Secures safe/lock box at conference hotel and works with Vice President/Site Chair to secure receipts and checks/cash from registration and merchandise registers. Preps two banks for merchandise and registration, at 100 singles each. At the close of each day, accounts for and seals in an individual envelope each day's receipts, bank notes. Prepares opening banks for the following day.
- Reconciles accounts; remits necessary payments.

#### December

- Requests a year-end statement from all regional accounts to help in tax preparations. Compiles necessary documents to submit for tax purposes, as the Treasurer is responsible for submitting taxes for the years in office. Begins review of account/budget totals – reviews line items budgets and actual expenses.
- Works with President to help begin to draft the new budget.
- Develops and distributes proposed new budget to Executive Board (i.e., Executive Committee and Regional Presidents). Through discussion, adjusts draft budget proposal to reflect any new board goals/activities. Presents the draft budget for approval.
- Reconciles accounts; remits necessary payments.

#### Additional Responsibilities in Executive Committee Election Year:

- Mentors newly elected VAEA Treasurer following election.
- Passes the records to newly elected Treasurer along with digital statements on USB drive.
- Provides assistance in understanding the different statements, how to read documents, and special considerations that should be noted.
- Introduces the newly elected officer to those who they will be working with and provides contact emails to regional treasurers.

#### November

- Current treasurer will spend time at state conference with the newly elected VAEA Treasurer to explain and outline duties, review VAEA Treasurer Manual, and digital format of budget.
- Contacts the bank and begin the process to add the new treasurer to the VAEA accounts to allow for a smooth transition before the end of your term.

#### December

- Works with newly elected Treasurer to request a year-end statement from all regional accounts to help in tax preparations.
- Current treasurer will compile necessary documents to submit for tax purposes. ***You are responsible for submitting taxes for the years you are in office.***
- Begins review of account/budget totals – review line items budgets and actual expenses, account for cost-of-living increases.
- Works with newly elected treasurer and newly elected President to draft the new budget.



## Board and Advisory Council Position Responsibilities

### REGIONAL PRESIDENT

#### Duties of the Regional Presidents (2 year elected/voting)

#### Blue Ridge, Central, Northern, Southwest and Tidewater

**Reports to:** President, Executive Secretary & Executive Committee

Regional Presidents 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. Regional presidents have a dual role as state and regional officers.

From the VAEA Constitution; Article VI:

*2.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 shall include but are not limited to the following:

##### VAEA Duties -

- Attends all meetings of the VAEA Executive Board as a voting member and represents the concerns of the members in the region. (Regional presidents are part of the quorum required to do official VAEA business.) Regional presidents serve as liaisons between the regional board and membership and the VAEA Executive Board and Advisory Council by reporting regional activities to the VAEA Board and Advisory Council and VAEA activities to the regional board and membership.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Uploads Board report, and any related materials into a designated online folder at least one week in advance of board meetings.
- Writes an article for each VAEA News regarding activities of the region.
- Acts as or delegates a local conference chair when the conference is in the president's region.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.

##### Regional Duties -

- Promotes regular communication among art educators in the region and/or provides for the regular publication of regional news.
- Assesses the needs of regional members.
- Schedules and chairs regional board meetings, as appropriate.
- Provides opportunities for members to become involved in, plans, and promotes VAEA activities and mentor them during the process.
- Facilitates regional professional learning, leadership development, and enrichment activities for members.
- Assumes or delegates responsibility for submitting vouchers and receipts for all regional activities and maintains accurate accounting of annual income and expenses for regional activities.
- Provides a quarterly financial report to the VAEA Treasurer.
- Coordinates or oversees, in cooperation with the Awards Chair and regional board, regional elementary, middle level and secondary art educator awards following VAEA guidelines and dates.
- Develops ways, in cooperation with the Membership Chair, to recruit and retain members within the region.
- Supports and promotes YAM activities within the region

- Plans and chairs a regional business meeting to be held annually at the VAEA professional development conference.
- Plans for succession by helping to develop leadership in the region.
- Passes along records to successor and provides assistance/mentoring, as needed.



## Board and Advisory Council Position Responsibilities

### DIVISION DIRECTORS

#### DUTIES OF THE DIVISION DIRECTOR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to:**

#### VAEA Duties -

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Maintains a record of the ongoing activities of the division and uploads Board report, and any related materials into a designated online folder at least one week in advance of board meetings.
- Writes an article for each VAEA News regarding activities of the division.
- Assists with writing and implementing the VAEA Plan of Action.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Division Duties -

- Represents the interests and concerns of the specific division.
- Promotes regular communication among art educators of the division and the VAEA.
- Provides opportunities for members to become involved in, plan, and promote VAEA activities and mentor them during the process.
- Maintains 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.
- Plans and chairs an annual division meeting at the VAEA Professional Development Conference.
- Coordinates VAEA activities which help to promote professional development for members of the division.
- Promotes cooperation and interaction among the members of the division.
- Coordinates, in cooperation with the Membership Chair, recruitment of new members/institutions within appointed division and foster their active involvement.
- Assumes the responsibility for submission of vouchers and receipts for all VAEA-funded division activities to the Treasurer.
- Cooperates with the Regional Presidents and Awards Chair in coordinating the publicity, document collection and selection for the VAEA Art Educator awards in the respective divisions.
- Plans for succession by helping to develop leadership in the division.
- Passes along records to successor and provides assistance/mentoring, as needed

**NAEA Duties -**

- When possible, attends and represents the VAEA at division meetings at the regional (Southeast) and/or national (NAEA) level as the VAEA division representative.
- Reports the activities and concerns of the VAEA division to the appropriate NAEA Southeastern Regional Division Director and/or the NAEA Division Director, as needed.



## Board and Advisory Council Position Responsibilities

### ADVOCACY CHAIR

#### DUTIES OF THE ADVOCACY CHAIR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:**

#### VAEA Duties -

- Attends and serve as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Support the VAEA and NAEA missions.
- Assist the VAEA with advocacy and policy influencing initiatives.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Write an article for each VAEA News regarding VAEA organization and membership advocacy efforts and tips.
- Assists with writing and implementing the VAEA Plan of Action.
- Attends the VAEA Professional Conference and present strategies for effective advocacy.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Advocacy Chair Duties -

- Researches and tracks current advocacy needs/concerns in VAEA and NAEA; especially concerning state and national legislation affecting the arts and art education.
- Advises the VAEA Extended Board of current advocacy efforts and coordinate efforts to increase advocacy materials and information.
- Works with the VCFAE and the VAEA Policy Chair to plan January Arts Advocacy Month events, including the Arts Advocacy Summit, and March Arts Across Virginia activities.
- Maintains an advocacy calendar for VAEA.
- Represents the VAEA at public hearings, as appropriate.
- Assists in the development and dissemination of appropriate advocacy materials.
- Researches the efforts of such advocacy groups as Virginians for the Arts, Virginia Coalition of Fine Arts Education, Americans for the Arts, and John F. Kennedy Center for the Arts and look for opportunities to collaborate.



## **Board and Advisory Council Position Responsibilities**

### **ARCHIVIST**

#### **Archivist Duties -**

- Maintains organized files of past organizational documents.
- Acts as liaison to the VCU Library where VAEA Archives are stored.
- Acts as custodian of current constitution, policy handbook and position descriptions of the VAEA.
- Works closely with the VAEA Secretary to retain important organizational documents. (i.e. officers, letters, resolutions, etc.).
- Determines which records should be filed and which should be disposed of.
- Makes files in archives available for research as needed.





## Board and Advisory Council Position Responsibilities

### MEMBERSHIP CHAIR

#### DUTIES OF THE MEMBERSHIP CHAIR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

1. *The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*

4. *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 shall include but are not limited to the following:**

#### VAEA Duties -

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits a membership column as appropriate for the VAEA News.
- Submits a membership report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists with writing and implementing the VAEA Plan of Action.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Membership Chair Duties -

- Attends the VAEA Professional Conference and maintain a membership table.
- Updates, maintains, formats, sorts, and provides membership information, as needed, for such purposes as:
  - Regional communication
  - Divisional communication
  - Mailing labels
  - Electronic communication
- Promotes the growth of NAEA/VAEA membership for all levels of art education in all types of institutions.
- Contacts members whose membership has lapsed.
- Makes members aware of the benefits offered.
- Provides a membership report at the annual VAEA Business meeting.
- Disaggregates convention membership and registration data.



## Board and Advisory Council Position Responsibilities

### AWARDS

#### **DUTIES OF THE AWARDS CHAIR (2 year appointed/non-voting)**

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

*1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*

*4. 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 shall include but are not limited to the following:**

#### **VAEA Duties -**

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits an awards column as appropriate for the VAEA News.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### **Awards Chair Duties -**

- Reviews VAEA Policy and Procedures Handbook section on awards.
- Communicates, as necessary, with NAEA for awards information.
- Writes and submits an awards column when appropriate for the VAEA News.
- Serves as awards coordinator for all VAEA divisional awards.
  - Assists regional presidents with conducting their selection processes for regional elementary, middle, and secondary art educators.
  - Facilitates the selection process for divisional VAEA art educators of the year.
  - Attends the VAEA Professional Conference and facilitate the presentation of divisional awards.



## Board and Advisory Council Position Responsibilities

### VAEA NEWS EDITOR

#### DUTIES OF THE NEWS EDITOR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
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- 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 shall include but are not limited to:**

#### VAEA Duties -

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### VAEA Editor Duties -

- Organizes a schedule to get *VAEA News* out on time, including time for printing and mailing.
- Works with the VAEA Executive secretary to obtain News articles in a timely manner. Articles are submitted by the VAEA President, Vice-President, Division Directors, Regional Presidents, and Standing Committee Chairs. Other articles are solicited, collected or written as determined by the Editor and/or President.

The deadlines are as follows:

<b>Edition</b>	<b>Deadline</b>	<b>Mailing</b>	<b>Focus</b>
Fall	July 15	September 15	Conference
Winter	December 15	February 15	Awards/conference report
Spring/Summer	March 15	May 15	YAM

- Prepares *VAEA News* for mailing within two months following the deadline for submitting news materials.
- Solicit student artwork.
- Edit and design News; including receiving articles, editing, layout design, art works submitted, commercial ads, etc.
- Submit completed News to printer and approve proofs of News in conjunction with President and Executive Secretary prior to printing

- Checks on mailing arrangements; including mailing labels, appropriate names for mailing, and mailing details.
- Arranges for printer to send finished News to a professional mailing company.
- Submits copies of annual News to NAEA for possible awards.
- Edits, formats, publishes, and distributes *VAEA News* online or by hard copy based on Board direction.
- File all receipts and invoices and send a copy to the Treasurer for remittance, and/or arrange for invoices to be sent to Treasurer.



## Board and Advisory Council Position Responsibilities

### RESEARCH / CURRICULUM / GRANTS

#### DUTIES OF THE RESEARCH/CURRICULUM/GRANTS CHAIR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:**

#### **VAEA Duties -**

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits an awards column, as appropriate, for the VAEA News.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.
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#### **Research/Curriculum/Grants Chair Duties -**

- Keeps current in art education curriculum and research and brings them to VAEA Board attention.
- Prepares and disseminates data-driven surveys to membership.
- Vets requests by VAEA members for contact of VAEA membership to conduct research.
- Brings recommendations for handling research proposals, where appropriate.
- Provides opportunities for relevant research to be shared by calling for conference proposals.
- When sharing research, considers flipping research information. (Starts with effective practice and connects to research.)
- Solicits abstracts on relevant topics from university graduate students on research topics relevant to the field for publication through VAEA platforms: VAEA News, website.



## Board and Advisory Council Position Responsibilities

### RETIRED EDUCATORS CHAIR

#### DUTIES OF THE RETIRED EDUCATORS CHAIR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:**

#### VAEA Duties -

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits a column for the VAEA News on activities and achievements of retirees
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists with writing and implementing the VAEA Plan of Action.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Retired Educators Chair Duties -

- Communicates with retired members and, with Membership Chair, maintain a listing of retirees.
- Plans special activities or meetings for retirees (and soon to be retirees) for the VAEA Professional Development Conference.
- Plans and implements special activities for retiree participation and involvement in VAEA activities and membership efforts as appropriate.
- Develop ways to keep retirees involved and visible as active members of the VAEA.
- Provides ways for retirees to share their expertise with association, e.g.: mentoring, artist in residence, speakers' bureau.



## Board and Advisory Council Position Responsibilities

### WEBMASTER / TECHNOLOGY

#### Webmaster Duties -

- Organizes schedule to get webpage updated efficiently.
- Looks for opportunities to improve VAEA internet and social media presence and to support VAEA membership.
- Works with the VAEA Executive and Extended Boards in obtaining articles/information in a timely manner.
- Designs and edits the VAEA webpage.
- Maintains and reviews VAEA Facebook pages and Twitter feed.
- Reviews content of other NAEA state organization web pages to maintain a current, aesthetically pleasing and user-friendly site.



## Board and Advisory Council Position Responsibilities

### YOUTH ART MONTH

#### **DUTIES OF THE YOUTH ART MONTH CHAIR (2 year appointed/non-voting)**

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:**

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assist the VAEA with advocacy and policy influencing initiatives.
- Writes and submits a column for the VAEA News, as needed or requested.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### **YAM Chair Duties -**

- Prepares and disseminates Youth Art Month (YAM) materials throughout Virginia school systems, promoting this celebration in the schools and communities.
- Puts together and distributes information on YAM, including ideas for activities to celebrate YAM to be distributed at meetings or special events through regional activities.
- Coordinates state activities or programs.
- Facilitates the selection of the Virginia YAM flag and its creation.
- Plans for YAM exhibits, state awards and NAEA Convention exhibit.
- Arranges for the YAM flag to be exhibited at the Youth Art Month exhibit at the National Art Education Association Convention.
- Compiles necessary reports to be presented to state and national levels of YAM committees.
- Seeks endorsements declaring March as Youth Art Month from the Governor of Virginia, the General Assembly, local governing bodies, school boards, etc. and encourage this practice by local school systems.
- Coordinates the VAEA YAM Committee Regional Representatives: Requests information on Youth Art Month celebrations from throughout the state to include: photographs, proclamations, posters, clippings, etc.
- Coordinates the Virginia Youth Art Month Awards.
- Develops a digital portfolio made according to specifications issued by NAEA, and to submit that digital portfolio to the annual NAEA competition.
- Writes and submits press releases to the media encouraging coverage of Youth Art Month activities.
- Provides information to the editor of *VAEA News* concerning special events occurring in Virginia.





## Board and Advisory Council Position Responsibilities

### EX OFFICIO MEMBER

Department of Education Liaison

Virginia Commission for the Arts Liaison

### DUTIES OF THE EX OFFICIO MEMBERS (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

2. A representative from the Virginia Commission for the Arts and from the Virginia Department of Education shall serve as ex officio members of the Advisory Council.

The VAEA Advisory Council 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 and 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 the following:

#### VAEA Duties -

- Attends and serve as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits a column for the VAEA News, as needed or requested.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings, as needed.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Ex Officio Member Duties -

- Provides timely and pertinent information from the representing organization as it impacts visual arts education and the VAEA Board and membership.



## Board and Advisory Council Position Responsibilities

### SOCIAL MEDIA

#### DUTIES OF THE SOCIAL MEDIA CHAIR (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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.*

#### VAEA Duties -

- Attends and serves all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Writes articles for the *VAEA News*.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.
- Facilitates state professional learning, leadership development, and enrichment activities for members.
- Support the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

#### Duties for Social Media Chair:

- Manages all social media accounts, including but not limited to Facebook Page, Facebook Member Forum, Instagram, Twitter, YouTube, & TikTok
- Updates the webpage with links to social media pages and helpful hashtags
- Posts link to website with each board report
- Connects with Regional Social Media Chairs (Regional Presidents will help find the right person for the job)
  - Asks to disseminate information from VAEA pages to regional pages
  - Asks to post regional information on VAEA page and/or tag VAEA
- Organizes a monthly art teacher segment called ThinkFAST (Friday Art Share for Teachers)
  - Sets calendar dates (preferably on a Friday of each month)
  - Seeks out art educators willing to share
  - Creates flyers/pos/event reminders on social media promoting the event
  - Sends Executive Secretary and VDOE Fine Arts Chair the description of event to send promotional email to membership
  - LIVESTREAMs a Zoom cast to our Facebook VAEA Member Forum of presentation
  - Records and posts to VAEA YouTube Channel
  - Emails presenter for PD certificate (found on drive)

- Organizes a monthly museum virtual tour segment called MMMArt (Monday Museum Moment)
  - Sets calendar dates (preferably on a Monday in each month)
  - Seeks out Virginia art museums willing to share (work with Museum Chair to do this)
  - Creates flyers/posts/event reminders on social media promoting the event
  - Sends Executive Secretary and VDOE Fine Arts Coordinator the description of event to send promotional email to membership
  - LIVESTREAMs a Zoomcast to Facebook VAEA Member Forum of presentation
  - Records and posts to YouTube Channel
- Organizes a monthly social media Tuesday Takeover
  - Sets calendar dates (preferably on a Tuesday in each month)
  - Seeks out VAEA art educators willing to share their day with our membership
  - Creates flyers/posts/event reminders on social media promoting the event
  - Sends presenter a letter describing the event (found on the drive in social media folder)
- Creates monthly polls on Facebook and Twitter to increase engagement
  - Polls should be light and fun
- Creates monthly welcome posts for new members to our VAEA Facebook Member Forum
- Supports other VAEA chair members post and reach membership on social media platforms, with a specific focus on these events but not limited to:
  - Advocacy Month (January)- collaborates with Advocacy Chair
  - Arts Across Virginia Chair (the first Friday in March)- a committee of arts educators will come together to collaborate for this event.
  - Youth Art Month (March)- ucollaborates with YAM Chair/s
  - NAEA Convention (March or April)- collaborates with VAEA members attending and encourage to post their experiences and ask Awards Chair to Virginia's national winners recognized .
  - Conference Proposals (due June 15th)- collaborates with VP, Conference Committee, and Executive Board
  - Awards (submission due August 1st and winners posted in November) collaborates with Conference Committee and create new hashtag for members to use #vaarted(YEAR) such as #vaarted23
  - Hotline information (ongoing)- collaborates with Advocacy Chair and Hotline Committee
  - Diversity, Equity, Inclusion, & Access (DEIA) information (ongoing)
  - VAEA News (quarterly)
- Creates end of the year thank you posts to all members who shared online



## Board and Advisory Council Position Responsibilities

### Diversity, Equity, Inclusion, & Access (DEIA) Chair

#### Duties of the DEIA Chair (2 year appointed/nonvoting)

**Reports to:** President, Executive Secretary & Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:

##### VAEA Duties -

- Attends all meetings of the VAEA Executive Board and represent the concerns of the members in the region.
- Attends all meetings of the NAEA DEI as a state liaison and serve as a liaison between NAEA DEI and membership.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Writes an article for each *VAEA News* regarding activities of the committee.
- Assists with writing and implementing the VAEA Strategic Plan.
- Participates in the annual Leadership Retreat.

##### DEIA Chair Duties -

- Assesses the needs of state members.
- Schedules and chairs committee meetings as appropriate.
- Provides opportunities for members to become involved in, plans, and promotes VAEA DEIA activities and mentor them during the process.
- Facilitates state professional learning, leadership development, and enrichment activities for members.
- Assumes or delegates responsibility for submitting vouchers and receipts for all DEIA activities.
- Supports and promotes DEIA activities within the state.
- Submits proposal for at least one DEIA presentation to be held annually at the VAEA professional development conference.
- Plans for succession by helping to develop leadership in the state.
- Passes along records to successor and provide assistance/mentoring, as needed.



## Board and Advisory Council Position Responsibilities

### POLICY CHAIR

#### Duties of the Policy Chair (2 year appointed/non-voting)

**Reports to:** President, Executive Committee

From the VAEA Constitution, Article VIII:

- 1. The following standing committee chairs shall be appointed: Advocacy, Archives, DEIA (Diversity, Equity, Inclusion, & Access), Membership, VAEA News, Policy, Research/Curriculum/Grants, Retired Educators, Social Media, Technology, and Youth Art Month. Committee chairs shall be appointed by the President and shall be VAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.*
- 4. 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 shall include but are not limited to the following:

##### VAEA Duties -

- Attends and serves as a VAEA Advisory Council member at all meetings of the VAEA Extended Board.
- Supports the VAEA and NAEA missions.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Uploads Board report and any related materials into a designated online folder at least one week in advance of board meetings.
- Writes an article for each *VAEA News* regarding VAEA policy issues and strategies for policy influencing.
- Assists with writing and implementing the VAEA Plan of Action.
- Attends the VAEA Professional Conference and presents on policy topics, as appropriate.
- Participates in the annual Leadership Retreat,
- Supports the mission and advocacy of the National Art Education Association (NAEA) and VAEA.

##### Policy Chair Duties -

- Conducts reviews of *VAEA Policy and Procedures Handbook*.
- Assists with Constitutional change drafts.
- Researches and reviews existing policy and procedures to answer officer and Board questions.
- Advises Executive Board and Advisory Council on procedural issues.
- Acts as a VAEA liaison to the Virginia Coalition for Fine Arts Education.
- Updates House of Delegates Education Committee and Senate Education and Health chair and member contact information.
- Monitors General Assembly legislation, tracks, and develops responses to that which could potentially affect the arts and art education and other legislation of interest.
- Advises the VAEA Extended Board of current advocacy and lobbying efforts and coordinates calls for action.
- Maintains and publicizes the legislative session calendar for VAEA.
- Provides policy training for the Board, Advisory Council, and others, as needed.
- Represents the VAEA at public hearings and before the legislature and the VA BOE, as appropriate.
- Works with VAEA, VCFEA, and other arts education associations on Arts Advocacy Month (January) and Arts Across VA Day (first Friday of March).

- Assists in the development and dissemination of appropriate advocacy, policy influencing, lobbying materials, and calls to action to the broader arts education community.
- Works with the Advocacy Chair to coordinate policy influencing and advocacy efforts.
- Review previous policy and position statements for continued relevance.