



**VIRGINIA ART EDUCATION ASSOCIATION**  
**POSITION DESCRIPTION – ADVOCACY CHAIR**

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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:

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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**

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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

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### 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**

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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

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### 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