



**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