



Virginia Art Education

VAEA Board and Advisory Council Descriptions and Responsibilities

EXECUTIVE SECRETARY

Duties of the Executive Secretary (contract/ex officio, non-voting)

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 membership
- Self-starter
- Fiscally responsible

Reimbursement:

- Computer software and updates as required
- 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.
- Salary: Contract as negotiated with the VAEA Board

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

- Work closely with the VAEA Newsmagazine Editor to facilitate timely publication:
 - Works with editor to solicit timely articles for the newsletter
 - Receives and reviews/edits newsletter articles from board members
 - Communicates and sends articles 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 2 weeks prior to any board meeting and distribute to all board members 1 week prior to the meeting.
- Reminds board members of meetings and other deadlines

Conference

- Work with Conference Management Liaison to schedule future state conferences sites
- With input from the Vice President, enters into any contractual obligations with vendors or the hotel.
- Designs and formats conference website and coordinate with webmaster 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:
 - Formats and proofs state conference booklet according to the program schedule determined by Vice President/Conference Chairs
 - Maintains financial account for conferences and present a written financial statement to the Board after the conference
 - Works 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 coordinating the signing of certificates with the help of the Awards and Fellows Chairs.

PRESIDENT

Duties of the President (2 year elected/voting)

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 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 appoint VAEA delegates to the Virginia Coalition for Fine Arts Education (VCFAE).
- 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/facilitates writing, updating and implementing the VAEA Strategic Plan.
- Supports the mission and advocacy of the VAEA.
- Two weeks prior to any VAEA Board meeting, submits a report to the Executive Secretary for distribution to the board.

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 approve payment requests from VAEA treasurer based on approved state budget
- Writes an article for each VAEA Newsletter
- Plans and participates in the annual Leadership Retreat
- Presides over specified functions at state conferences including annual membership meeting

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, fulfill assigned committee assignments, and develop an annual state report
- Prepares activities for the Southeast Regional Conference when hosted by Virginia

PAST PRESIDENT

Duties of the Past President (2-year term automatic after presidency/voting)

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 VAEA Executive Committee, Executive Board and Advisory Council.
- As appropriate, 2 weeks prior to any VAEA Board meeting, submits a report to the Executive Secretary for distribution to the board
- Advises and assists 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

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)

VICE PRESIDENT

Duties of the Vice President (2 year elected/voting)

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 and General Business Sessions
- Two weeks prior to any VAEA Board meeting, submits a report to the Executive Secretary for distribution to the board
- 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 Newsletter

Vice President Duties -

- Serves, 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 the following:
 - Recommends the name of a member to serve as local chair person, delegating 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 Newsletter and other publicity channels
 - Coordinates the conference evaluation process

- 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:
 - Participate 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, serves as a permanent record of the conference

SECRETARY

Duties of the Secretary (2 year elected/voting)

From the VAEA Constitution; Article VI:

4. 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 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
- Two weeks prior to any VAEA Board meeting, submits the minutes to the Executive Secretary for distribution to the board
- 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 the VAEA Board meetings, the annual VAEA Business meeting, and additional meetings called by the President or the membership, and file 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 end of term

TREASURER

Duties of the Treasurer (2 year elected/voting)

From the VAEA Constitution; Article VI:

5. 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:
 - i. Keeps accurate records of receipts and disbursements,
 - ii. Compiles Regional fiscal reports,
 - iii. Makes annual reports and such others as may be requested by the Executive committee,
 - iv. Files reports including any federal or state tax reports necessary for the years in office.

- v. 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 shall include but are not limited to:

VAEA Duties -

- Attends all meetings of the VAEA Executive Committee, Executive Board and Advisory Council and General Business sessions
- Two weeks prior to any VAEA Board meeting, submits a report to the Executive Secretary for distribution to the board
- 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 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
- Issues checks as designated by the VAEA approved budget or as designated by the President
- Requires, collect and report 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 VAEA Treasurer Notebook and quarterly financial reports, and to update members of the Executive Committee on 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:

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

Continued...

January	<ul style="list-style-type: none"> • Attends Leadership Retreat and provides hardcopies of year end reports and proposed new budget. Through discussion makes adjustments to draft budget proposal to reflect any new board goals/activities. Presents the draft budget for approval. Once approved cuts operating fund checks to regions and bulk mail account. • Transfers year end surplus to Money Market Account. • Prepares and submits Executive Secretary W-2 and Tax forms for years you are treasurer. • Contacts Accountant for prior fiscal year (January 1 – December 31).
February	<ul style="list-style-type: none"> • Confirms that the previous treasurer has submitted necessary documents to VAEA Tax Accountant for 1st year in office. Treasurers are required to submit taxes for the years they were custodians of account to provide accurate records/answers to issues.
April	<ul style="list-style-type: none"> • Attends the Executive Board meeting, when scheduled, prior to upcoming conference. Collect regional treasurer reports and submit a report on the status of accounts/budget.
May 15	<p>Taxes must be signed and filed by this date.</p> <ul style="list-style-type: none"> • Collects documents from tax accountant. • Labels and store records with tax files, file return in Treasurer binder. Shred documents as scheduled – records are held for 7 years.
September	<ul style="list-style-type: none"> • Attends the Executive Board meeting, • Collects regional treasurer reports and submits a report on the status of accounts/budget.
November	<ul style="list-style-type: none"> • Attends the Executive Board meeting • Prepares a year summary of funds for the annual meeting at the VAEA Professional Development Conference. At the annual business meeting reports to membership regarding the state of accounts. • Obtains 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 2 banks for merchandise and registration, at 100 singles each. At close of each day, accounts for and seals in an individual envelope each day's receipts, bank noted. Prepare sopening banks for following day.
December	<ul style="list-style-type: none"> • Requests a year-end statement from all regional accounts to help in tax preparations. Compiles necessary documents to submit for tax purposes. Treasurers are responsible for submitting taxes for the years they are 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.

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 provide 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 term.

December

- Work 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. Treasurers **are responsible for submitting taxes for the years they are in office** even though the office may have transitioned to a new Treasurer.
- Begins review of account/budget totals – reviews line items budgets and actual expenses, accounts for cost of living increases.
- Works with newly-elected treasurer and newly-elected President and assists with drafting the new budget as needed.

REGIONAL PRESIDENTS

Blue Ridge, Central, Northern, Southwest, Tidewater

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

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.

Regional Presidents are 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.

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 represent 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.
- Submits digitally a regional report to the Executive Secretary two (2) weeks prior to board meetings.
- Writes an article for each VAEA Newsletter 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 Plan of Action.
- 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 newsletters.
- Assesses the needs of regional members.
- Schedules and chairs regional board meetings as appropriate.
- 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 provide assistance/mentoring, as needed.

DIVISION DIRECTORS

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

Duties of the Division Directors (2 year appointed/non-voting)

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 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 submits digitally a divisional report to the Executive Secretary two (2) weeks prior to board meetings.
- Writes an article for each VAEA Newsletter 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.
- 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, documents 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 provide assistance/mentoring, as needed.

- NOTE: the Higher Education Division Director works with universities, colleges, and student chapters and the Supervision and Administration Division Director to develop conference programming for art education students.

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.

ADVOCACY

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

Reports to: President, Executive Committee

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 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.
- Maintains a record of ongoing advocacy activities and submit digitally an advocacy report to the Executive Secretary two (2) weeks prior to board meetings.
- Writes an article for each VAEA Newsletter 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 coordinates efforts to increase advocacy materials and information
- 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 looks for opportunities to collaborate

ARCHIVIST

Duties of the Archivist (2 year appointed/non-voting)

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 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 article for publication in the VAEA News; featuring items of potential interest to members regarding our shared past
- Maintains a record of ongoing archivist activities and submits digitally a report to the Executive Secretary two (2) weeks prior to 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

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

MEMBERSHIP

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

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 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 Newsmagazine
- Submits digitally a membership report to the Executive Secretary two (2) weeks prior to 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 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 who 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

AWARDS

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

From the VAEA Constitution, Article VIII:

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 Newsmagazine
- 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

Awards Chair Duties -

- Communicates, as necessary, with NAEA for awards information
- Writes and submits an awards column when appropriate for the VAEA Newsmagazine
- 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

NEWSLETTER EDITOR

Duties of the Newsletter Editor (2 year appointed/non-voting)

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 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.
- 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

VAEA Editor Duties -

- Organizes schedule to get newsmagazine out on time, including time for printing and mailing
- Works with the VAEA Executive secretary in obtaining newsletter 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:

Edition	Deadline	Mailing	Focus
Fall	July 15	September 15	Conference
Winter	November 15	January 15	Awards/conference report
Spring/Summer	March 15	May 15	YAM

- Prepares the news magazine for mailing within two months following the deadline for submitting news materials.
- Solicits student artwork
- Edits and designs newsletter; including receiving articles, editing, layout design, art works submitted, commercial ads, etc.
- Submits completed newsletter to printer and approve proofs of newsletter 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 newsletters to professional mailing company
- Submits copies of annual newsmagazines to NAEA for possible awards
- Follows through on any specific needs regarding editing, printing and mailing of newsletters for each issue if not specified above
- Files all receipts and invoices and send a copy to the Treasurer for remittance, and/or arranges for invoices to be sent to Treasurer

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:

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 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, as appropriate, for the VAEA Newsmagazine
- 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
-

Research/Curriculum/Grants Chair Duties -

- Keeps current in art education curriculum and research and bring them to VAEA Board attention
- Supervises the VAEA Survey Monkey account: preparation of and dissemination of any research driven surveys to membership.
- Vets requests by VAEA member for contact of VAEA membership to conduct research.

RETIRED EDUCATORS CHAIR

Duties of the Retired Educators Chair (2 year appointed/non-voting)

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 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 Newsmagazine on activities and achievements of retirees
- 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
- Develops ways to keep retirees involved and visible as active members of the VAEA

WEBMASTER / TECHNOLOGY CHAIR

Duties of the Webmaster/Technology Chair (2 year appointed/non-voting)

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 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.
- Writes and submits a column for the VAEA Newsmagazine, as needed or requested
- 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

Webmaster Duties -

- Updates VAEA website in a timely manner
- 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

YOUTH ART MONTH

Duties of the Youth Art Month Chair (2 year appointed/non-voting)

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 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.
- Assists the VAEA with advocacy and policy influencing initiatives.
- Writes and submits a column for the VAEA Newsmagazine, as needed or requested
- 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

YAM Chair Duties -

- Prepares and disseminates Youth Art Month (YAM) materials throughout Virginia school systems and promotes YAM in the school and communities
- Assembles 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 construction
- Plans for YAM exhibits, state awards and NAEA Convention exhibit.
- Arranges for state recognition of YAM and flag flying at state capitol through legislators and/or governor's office
- 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 scrapbook made according to specifications issued by NAEA and submit the scrapbook 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 NAEA News concerning special events occurring in Virginia

EX OFFICIO MEMBERS

Virginia Department of Education, Virginia Commission for the Arts

Duties of the Ex Officio Members (2 year appointed/non-voting)

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 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 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 Newsmagazine, as needed or requested
- 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

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