



## **ELECTED POSITIONS**

### **PRESIDENT:**

It shall be the duty of the President to preside at all meetings to the AAEA board; to appoint the chair and members of AAEA special committees with consultation and approval of the AAEA Board; to serve as ex officio member of all committees; to establish through the AAEA Board the professional goals and programs for the Association; to inform the membership of the activities of the AAEA Board and the concerns of the Association; and to perform such other duties as usually pertain to the office of the President which include:

- To serve a two year term of office as President, and a two year term as Past President/Awards Chair
- To act as chair of the Executive Committee and the Board of Directors
- To vote to break a tie in voice or roll call votes if necessary
- To vote as any other member in a ballot vote
- To serve as chair of the Public Relations committee
- To appoint the following positions: Membership Chair, Technology Chair, Youth Art Month Chair, Conference Chair, Newsletter Editor, Scholarship Chair and any additional or ad hoc committee chairs or representatives
- To serve on a committee in a leadership capacity for the annual conference
- To attend all AAEA Board meetings and Annual Conference
- To submit a brief written report of the activities associated with this position, to the Board, at each scheduled Board meeting.

### **PRESIDENT-ELECT**

It shall be the duty of the President-Elect to assume the duties of the President in the event of absence or vacancy in that office and to assume other duties as determined by the President. (Anyone nominated for the position of President-Elect must have served as a conference chair at least once prior to being nominated). Other duties shall include:

- To serve a two year term of office.
- To serve as the State's representative to the NAEA Delegate's Assembly
- To serve as a voting member of the Executive Committee and the Board of Directors
- To serve as the chair of the nominating committee
- To serve on a committee in a leadership capacity for the Annual Conference
- To serve as chair-elect of the Public relations committee
- To attend all AAEA Board meetings and the Annual Conference.
- To submit a brief written report of the activities associated with this position, to the Board at each scheduled Board meeting.



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## **PAST PRESIDENT**

It shall be the duty of the Past President to serve as Awards Chair and to assume the duties of the President-Elect in the event of vacancy in that office; and assume other duties are determined by the President which shall include:

- To serve on the Executive committee and the Board of Directors in an advisory capacity.
- To work with the Awards committee for the purpose of selecting qualified nominees for AAEA Awards.
- To notify award nominees and recipients.
- To complete and present the awards at the AAEA Fall Conference which includes ordering plaques and creating an awards brochure which contains relevant information about each award recipient.
- To coordinate with the NAEA Awards chair and follow NAEA procedures for submitting nominations for national awards by the October 1 deadline.
- To forward award information to the “Perspective” Newsletter Editor at the appropriate times and in accordance with various deadlines.
- To inform school systems and local newspapers of award recipients achievements.
- To serve as a voting member of the Executive Committee and the Board of Directors
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all AAEA Board meetings and Annual Conferences.
- To submit a brief report about the activities associated with this position to the Board at each scheduled board meeting.
- To submit an annual report to the President.

## **SECRETARY**

It shall be the duty of the Secretary to act as the custodian of all current records and papers of AAEA. The Secretary will keep the minutes of all meetings of the Executive Committee, the Board of Directors and the General Sessions of the Association. Other duties shall include:

- To call roll when required
- To serve a two year term of office
- To take responsibility for all correspondence/communications other than those which fall within the duties of other officers.
- To send copies of the minutes (through email) to the board members prior to each meeting.
- To submit the minutes of the meeting to the Technology chair for inclusion on the associations website.
- To submit an annual report to the President
- To serve as a voting member of the Executive Committee and the Board of Directors



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- To serve on a committee in a leadership capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

### **TREASURER**

It shall be the duty of the Treasurer to act as a custodian of all monies belonging to the AAEA, keeping accurate record of all accounts, receipts and disbursements. Other duties shall include:

- To present a report at each Executive Committee, Board of Directors meeting and General Sessions of the AAEA.
- To serve a minimum term of four years
- To maintain accurate records and filing reports including any federal or state tax reports necessary for the years in office.
- To serve as a voting member of the Executive Committee and the Board of Directors
- To provide a written budget of all receipts and disbursements of the Association to the Executive Committee and the Board.
- To disperse checks and monies as designated by the AAEA approved budget or as designated by the President.
- To provide a line by line itemized budget to the Executive Committee and the Board at the beginning of each fiscal year
- To serve on a committee in a leadership capacity for the Annual Conference
- To present quarterly financial reports at Board meetings
- To attend all AAEA Board meetings and Annual Conferences

### **DIVISION CHAIRS**

It shall be the duty of the Division Chairs to serve on the Board of Directors, to develop the program for the division including conference meetings, regional workshops that continue the development of art education and other professional activities for their Divisions. Division Chairs and elects shall be elected by their respective divisions. Each Division chair shall serve two years as an elect followed by a two-year term as Chair of the individual division. The duties of the Division Chair shall include:

- To interpret trends and identify individual division needs in art education
- To interest and involve division constituents
- To preside over the individual division meetings at the Annual Conference
- To submit an article to the “Perspective” Newsletter Editor for each edition of the newsletter. The newsletter deadlines are February 10, May 10, August 10, November 10
- To serve on the nominating committee



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- To conduct a winter or spring workshop for the individual divisions on alternate years or annually.
- To serve as a voting member of the Board of Directors
- To serve on a committee in a leadership capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conference
- To submit a brief written report, of the activities associated with this position, to the Board at each of their scheduled meetings.

#### **EX-OFFICIO POSITIONS (APPOINTED) – NON VOTING**

##### **PARLIMENTARIAN**

The Parliamentarian is appointed by the President. The Parliamentarian is asked to serve during that President's term of office. The Parliamentarian may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To serve as chair of the Constitution and By-Laws Committee
- To present parliamentary procedure(Roberts Rules of Order) in committee, Board, and general session meetings when necessary
- To serve on a committee in a leadership capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conferences
- To submit a brief written report, of the activities association with this position, to the Board at each scheduled Board meeting.

##### **MEMBERSHIP CHAIR**

The Membership Chair is appointed by the President. The Membership Chair is asked to serve during that President's term of office. The Membership Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To serve as chair of the membership committee
- To coordinate the state membership activities with NAEA
- To supervise the organization of a statewide membership network
- To maintain the database for the organization
- To organize and implement membership programs with the state
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.



## **TECHNOLOGY CHAIR**

The Technology Chair is appointed by the President. The Technology Chair is asked to serve during that President's term of office. The Technology Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To update and help maintain the webpage of AAEA
- To work with any company who is managing the webpage of AAEA and help disseminate information to them to include on the webpage
- To collect relevant information for the webpage
- To disseminate information which should be available to all members.
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.

## **YOUTH ART MONTH CHAIR**

The Youth Art Month Chair is appointed by the President. The Youth Art Month Chair is asked to serve during that President's term of office. The Youth Art Month Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To publicize and promote the various YAM activities within the state
- To organize and distribute to the membership a packet of information including various ideas and activities which teachers may choose from to celebrate YAM.
- To submit the state's annual YAM report to the National YAM Coordinator
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.

## **NEWSLETTER EDITOR /CHAIR**

The Newsletter Editor/Chair is appointed by the President. The Newsletter Editor/Chair is asked to serve during that President's term of office. The Newsletter Editor/Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To oversee all aspects of the AAEA publication – "*Perspectives*"



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- To work closely with a printing company to see that all issues are published according to established deadlines. Four issues are to be published every year with publication delivery dates in March, June, September, December
- To work to build a strong team of Newsletter Committee members through various forms of communication with the membership
- To develop themes appropriate for each issue and inform board members of these themes well in advance of the due dates for articles to be submitted.
- To oversee the solicitation of any additional funding (over that which has been budgeted by the AAEA Board) necessary for the publishing of “*Perspectives*”
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.

#### **LOUISE B. MARSH SCHOLARSHIP CHAIR**

The Louise B. Marsh Scholarship Chair is appointed by the President. The Louise B. Marsh Scholarship Chair is asked to serve during that President’s term of office. The Louise B. Marsh Scholarship Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To oversee all aspects of the Louise B. Marsh Scholarship
- To coordinate activities relating to the scholarship with the Higher Education Division Chair
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.

#### **NATIONAL ART HONOR SOCIETY CHAIR**

The National Art Honor Society Chair is appointed by the President. The National Art Honor Society Chair is asked to serve during that President’s term of office. The National Art Honor Society Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To publicize and promote the various NAHS activities within the state of Alabama
- To increase the number of NAHS chapters in all divisions: middle/junior high, high school and collegiate
- To organize and distribute to the membership a packet of information including various ideas and activities which members may choose from to begin a chapter or increase the numbers of an existing chapter.



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- To submit the organization's annual NAHS report to the National NAHS coordinator.
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.

### **REGIONAL REPRESENTATIVES**

Each Region may submit a member for consideration to the Board and the Board must approve the nominee. The Regional representatives shall serve a two year term of office. The Regional Representative may serve consecutive terms for the same President or different one if asked. Other duties shall include:

- To ensure the regional meetings are regularly scheduled and attended.
- To attend all regional meetings
- To interest and involve region constituents
- To preside over the regional meetings (if available) at the Annual conference.
- To conduct and organize (or work with Division chairs ) workshops for their region
- To submit an annual report to the President
- To serve on a committee in a leadership capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written reports, of the activities associated with this positions, to the Board at each scheduled Board meeting.