

# **Job Descriptions**

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# President

## **Constitutional Description:**

It shall be the duty of the President to preside at all meetings of the Executive Committee, the Leadership Assembly, the Annual State Conference Business Meeting; with Executive Committee approval to designate the chairpersons of standing and special committees and the standing appointees; to serve as an ex-officio member of all committees except Distinguished Fellows; to serve as, or appoint a representative to the NAEA Delegates Assembly, and other organizations where OAEA representation is appropriate; to approve all budgeted expenditures of the Association; with the Treasurer, help prepare the budget and to secure an annual audit of the financial records of the Association; to perform such duties as usually pertain to the office of President. The President shall be bonded. The President shall hold membership in the NAEA.

## **Term of Office:**

Elected by the OAEA Active membership as President-Elect.

Can serve no more than two consecutive Terms.

President-Elect: 2 years    President: 2 years    Past President: 2 years

## **Requirements to Serve:**

5 years of art education experience, 5 years active membership in OAEA, and 5 years of service to the association as Division Chair, Regional Director, OAEA Leadership Assembly member, or have served on a conference planning committee (for a total of 5 years of service).

## **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected as President-Elect by a plurality of votes cast in odd-numbered year.

## **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

## **Duties:**

The President shall receive the minutes of previous meetings and shall call Executive Committee, Leadership Assembly, and Special meetings according to Robert's Rules of Order. He/she shall arrange for all overnight reservations for Executive Committee

members and shall also reserve a meeting place, such as the presently used STRS building.

For internal affairs, the President is an ex-officio member of all committees. The President may appoint a representative to them, or may simply call for a report from the chairperson. However, the President is entitled to oversee these deliberations directly if needed.

For external affairs, the President must either personally attend, or appoint regular delegates to:

- All OAEA sponsored events
- OAEA Youth Art Month and Young People's Art Exhibition activities
- OAEA Leadership Symposium
- The National Art Education Association Delegates Assembly, representing Ohio
- The Ohio Alliance for Arts Education, Organizational representation
- The Governors' Youth Art Exhibition, supporting organization representative
- The State Department of Education Leadership Conferences, when called
- Other State Conferences, such as Arts for the Handicapped, Curriculum, Certification, etc...

### Presidential Appointments

Appointments made by the President will be reviewed and approved by the Executive Committee at the January Executive Committee meeting. Term of office and descriptions for each appointment are covered more fully within the Constitution and the Prevailing Procedures. These appointments include:

- Parliamentarian
- Membership Chair
- State Conference Coordinator
- Commercial Exhibits Coordinator
- State Conference Registrar
- State Awards Coordinator
- Website Chair
- Website Editor
- ARTline Editor
- Online Chair
- Marketing Chair
- Forms Chair
- Historian
- YPAE Chair
- YAM Show Chair
- YAM Coordinator

YAM Flag Design Chair  
Ohio House of Representatives Chair  
Jerry Tollifson Art Criticism Open Chair  
STRS Arts Advisory Committee Chair  
Nominations/Election Committee (Membership Chair and Parliamentarian plus Immediate Past President as Chair)  
Conference Committee (to include the State Conference Chair, Local Conference Chairperson, OAEA Treasurer, Marketing Chair, State Conference Registrar, State Workshop Chair, Awards Chair, State Speaker's Chair, Membership Chair, Professional Development Chair, and Grant Writer.)  
Summer Symposium Chair  
Appointments for Special Committees or Projects

### Association Annual Conference

The President shall preserve communications and strong liaison with the State Conference Chair and the Local Planning Committee. He/she may elect to attend any or all planning meetings.

The President shall submit to the State Conference Chair, an annual report of the association to be included in the Conference Brochure.

The President shall present awards, or delegate such recognition, to all honorees whether Association members or otherwise. He/she presents the recognition to the Immediate Past President.

The President shall preside at the Head Table for all dinners or major conference sessions. The President will also be present at the President's Reception.

He/she may call a special Executive Committee, Leadership Assembly, or other meetings during the conference. He/she will preside over the final "Conference Report" meeting on the last day of the conference, or as may be thereafter arranged.

### Advocacy and External Representation

IN STATE: As principal officer of the OAEA, the President shall encourage all levels of the Membership to communicate directly with him / her on any matter of concern. The President may then refer such information to another officer or group for action and / or advisement.

The President shall, whenever appropriate use his / her influence to preserve, promote, and protect the interests of the Association and all its members. He / she must at all times be vigilant and ready to institute personal and collective representation in support of those interests. The President may, by letter or telephone, communicate directly with Regional Directors or others in matters of urgency.

The President should familiarize him / herself with identities or persons of influence whose activities or pronouncements may affect the interests of the Association. In this regard, he / she should call upon support from the NAEA Executive Director where appropriate promotional materials, news releases, or even personal letters from NAEA may be of assistance in Ohio.

**NATIONAL:** The President should similarly be alert to the National Art Education Association States Assembly activities. He / she must personally attend all sessions, or appoint knowledgeable and politically astute delegates. The President or such delegates, must always be ready to enter the Delegates Assembly political arena when it becomes necessary to protect the interests of Ohio.

**IN-STATE LIAISON ACTIVITIES:** The President shall develop fruitful liaison with other professional groups such as the Ohio School Board Association, Ohio Alliance for Arts Education, and others.

He / she should also be active in seeking supportive action from organizational members with similar interests, when an issue of limited concern yet common to one or two such groups emerges.

**FUNDING:** The President has the responsibility of bringing to vote such matters of fiscal support, by the Association, of other groups as may become apparent. These might include the Governor's Youth Art Exhibition, the Ohio Alliance, etc...

The President should similarly explore, personally or through representatives, possibilities of funding Association activities from the Ohio Education Association, the Ohio Arts Council, the Ohio Humanities Council, etc...

**RECOGNITION OF OUTGOING PAST PRESIDENT:** Receives plaque or gift of recognition at the conclusion of the term (\$50-\$75) to be presented by the President.

**Summation:**

More specific responsibilities are outlined in the OAEA By-Laws and the Prevailing Procedures.

Many matters will arise during a Presidential term that cannot be spelled out in a job description. In such cases, it is well for the incumbent to seek advice from a wide constituency, from past officers to local members. In the final analysis, the President must make the decision and accept the consequences.

## **President-Elect**

### **Constitutional Description:**

It shall be the duty of the President-Elect to become familiar with the duties of the office of the President and to assume such duties as determined by the Executive Committee or Leadership Assembly. The President-Elect shall assume the responsibilities of the President in the case the president cannot complete his/her second year of term.

### **Term of Office:**

Elected by the OAEA Active membership.

President-Elect: 2 years    President: 2 years                      Past President: 2 years

### **Requirements to Serve:**

5 years of art education experience, 5 years active membership in OAEA, and 5 years of service to the Association as Division Chair, Regional Director, OAEA Leadership Assembly member, or have served on a conference planning committee (for a total of 5 years of service). Must be willing to become a member of NAEA if elected.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected as President-Elect by a plurality of votes cast in an even-numbered year.

Serves as President-Elect in an odd numbered year.

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

### **Duties:**

1. Attend Executive Committee and Leadership Assembly meetings as a voting member.
2. Sit ex-officio on various committee meetings throughout the term.
3. Be a member of NAEA.
4. Represent Ohio on the NAEA Delegates Assembly at the annual national conference with the President of OAEA during the second year. (Ohio currently has two delegates because of membership size.) In the event that the President-Elect is not able to represent Ohio, a delegate may be selected from the Executive Committee. That selection should be made in priority order, beginning with the Vice President of Regions, then Vice President of PR/Advocacy, Vice President of Divisions, Treasurer, Secretary, Elected Assembly Member.



5. Begin a file of meeting notice reminders, standardized letters, and other Presidential correspondence that might serve as a useful model during his/her upcoming term of office.
6. Determine a tentative calendar for OAEA Executive Committee and Leadership Assembly meetings for the following year. This will include dates set for the annual conference, OAEA exhibitions, etc...
7. Communicate with OAEA members to gain input.
8. Be ready to serve on special projects which may be determined by the President, Executive Committee, or the Leadership Assembly.
9. Familiarize him/herself with the duties and the job description of the President.
10. Maintain close communication with elected officers.
11. Submit an annual report to the State Conference Coordinator to be included in the conference brochure.
12. The President-elect will give a gift of appreciation of \$50.00 - \$75.00 to the outgoing President at the annual conference during a dinner function.
13. President Elect shall organize and run the New Leader Orientation in December.
14. Submit regular articles for the ARTline.

## **Past President**

### **Constitutional Description:**

It shall be the duty of the Past President to advise the current President and Vice Presidents and to assume such duties as determined by the Executive Committee or Leadership Assembly. The Past President shall assume the responsibilities of the President in the case the president cannot complete his/her first year of term. The Past President shall chair the nominations committee, and liaison to the Fellows Chair, ODE Fine Arts Consultant, and Foundation President.

### **Term of Office:**

The Past President assumes office at the conclusion of his or her term as President, and continues in that office for two years. The Past President is elected by the OAEA membership as President-Elect and can serve no more than two consecutive Terms.

**President-Elect: 2 years      President: 2 years      Past President: 2 years**

### **Requirements to Serve:**

Five years of art education experience, five years active membership in OAEA, and five years of service to the Association as either Division Chair, Regional Director, OAEA Leadership Assembly member, or have served on a conference planning committee (for a total of 5 years of service). The Past President must maintain membership in NAEA during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected as President-Elect by a plurality of votes cast in even-numbered year.

### **Serves:**

Executive Committee without vote.

Leadership Assembly with vote.

### **Duties:**

1. Attend all Executive Committee meetings as a member of the Advisory Council and all Leadership Assembly meetings.
3. Advise the new President and ease in the transition from one administration to the next.
3. Advise the Vice Presidents and ease in the transition from one administration to the next.

4. Serve as Chair of the Nominations / Elections Committee and conduct the election as directed by the Executive Committee and the OAEA By-Laws. (See Prevailing Procedures and By-Laws under the elections for more specific information).
5. Perform duties assigned by the President.
6. Represent Ohio on the NAEA Delegates Assembly at the NAEA Annual conference (during the first year as past president) with the President.
7. The Past President shall submit an annual report to be included in the Conference Booklet.
8. Submit regular articles for the ARTline.

## **Vice President of Regions**

### **Constitutional Description:**

It shall be the duty of the Vice President of Regions to serve as Coordinator of the Regional Directors and activities of the Regions.

### **Term of Office:**

Elected by a plurality of votes in odd numbered years. He / she will assume the duties of the office the following January for a two year term and shall be eligible for one re-election. They can serve no more than two consecutive Terms. The Vice President of Regions' term and the OAEA President's term will begin on alternate years; therefore, the term of office will span the second year of the current president and the first year of the incoming president.

### **Requirements to Serve:**

A minimum of five (5) years of art education experience with a minimum of five (5) years of active membership in OAEA (with at least two (2) years of active membership immediately preceding the election).

Once elected, the new officer must be a member of the National Art Education Association during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected in an odd numbered year - begins term in even numbered years.

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

### **Duties:**

The Vice President of Regions shall encourage and facilitate communication among regions. The Vice President of Regions is responsible for voicing regional concerns to the Executive Committee and reporting Executive Committee decisions to the membership through the Regional Directors. The Vice President of Regions shall advise the Regional Directors of the proper procedures for conducting regional elections and Association business, and shall interpret the Constitution and By-Laws for the regions. Handbooks for the Vice President of Regions and the Regional Directors are available: "Everything You Always Wanted to Know About Being a Regional Director. . ."

The Vice President of Regions shall:

1. Assume the duties of the President in his / her absence.
2. Attend all Executive Committee and Leadership Assembly meetings (Friday P.M. and Saturday).
3. Prepare / distribute agendas and direct meetings with the Regional Directors prior to the Leadership Assembly meeting (Saturday A.M., approximately four times a year).
4. Communicate with Regional Directors by mail, telephone, or email as necessary to conduct the business of the Association, to include notice of Assembly meetings, agendas, and minutes of previous meetings.
5. Assemble from the Regional Directors a current roster of all regional officers elected or appointed at the regional meetings during the annual conference. The names, addresses, phone numbers, email addresses shall be submitted to the Past President for printing and distribution at the January meeting.
6. Receive from the Membership Chair and the Treasurer, the official membership count and the resulting rebate budget (in accordance with the OAEA Constitution) and shall then inform the Regional Directors of the amount. Annual budget will be distributed at the January meeting. Final budget amounts will be distributed after May 31.
7. Conduct a meeting with the Regional Directors before or after the Regional Meetings at the annual conference (noon luncheon suggested - request arrangements with the State Conference Chair).
8. Contact the State Conference Chair to set up rooms and times for Regional meetings (far enough in advance to be on the agenda and printed program).
9. Prepare Regional Directors to conduct regional meetings at the annual conference.
10. Submit to the Conference Coordinator, an annual report to be included in the Conference Brochure.
11. Gather and report attendance of Regional Directors for the Leadership Assembly Meetings to the President.
12. Submit to the archives all meeting agendas, minutes of RD meetings, roster information, regional newsletters, and all other items distributed in the name of the Association.
13. The Vice President of Regions is responsible for collecting agenda information and responsibilities from each of the Regional Directors. This should include a RD-Elect election schedule (which regions should be holding elections for RD and PR Chair is covered in Constitution Article II, Section 4), special program information, and / or OAT / Service Awards / Art Educator of the Year award nominations, so that the participants / members of each region may be prepared for events taking place at the Regional meeting.

14. May represent Ohio as a delegate to NAEA Western Region Conference.
15. Attend Leadership Orientation after elected at the December meeting.
16. Facilitate Leadership Orientation session for new committee members.
17. Submit regular articles for the ARTline.

## **Vice President of Advocacy**

### **Constitutional Description:**

It shall be the duty of the Vice President of Advocacy to serve as Chairperson of the Advocacy / Public Relations Committee, and remain in communication with the Art Exhibition Committee.

### **Term of Office:**

Elected by a plurality of votes in even numbered years. He / she will assume the duties of the office the following January for a two year term and shall be eligible for one re-election. They can serve no more than two consecutive Terms. The term of office shall be concurrent with the OAEA President.

### **Requirements to Serve:**

A minimum of five (5) years of art education experience with a minimum of five (5) years of active membership in OAEA (with at least two (2) years of active membership immediately preceding the election).

Once elected, the new officer must be a member of the National Art Education Association during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected in an even numbered year - begins term in odd numbered year.

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

### **Duties:**

- 1 . Attend all Executive Committee and Leadership Assembly meetings (Friday P.M. and Saturday afternoon).
2. Prepare / distribute agendas and direct meetings with the Regional PR / Advocacy Committee prior to the Leadership Assembly meeting (Saturday A.M., approximately four times a year). See constitution for description of the Committee. General agenda items of meetings may include:  
In January when officers and PR representatives assume their duties  
In March to discuss Youth Art Month activities and plan for the State Conference  
In September to finalize plans for the conference program.

3. Communicate with Regional PR / Advocacy Chairs by mail, telephone, or email as necessary to conduct the business of the Association, to include notice of Assembly meetings, agendas, and minutes of previous meetings.
4. Implement public relations / advocacy goals and objectives as established by the Public Relations / Advocacy Committee and as recommended by the OAEA Executive Committee and the Leadership Assembly.

Tasks involved in advocacy are:

- a. Identifying and promoting state legislation and regional programs
  - b. Nurturing advocates within the schools and political groups
  - c. Contacting news media
5. Appoint and dissolve ad hoc committees when such committees will add to the Public Relations / Advocacy Committee's effectiveness.
  6. Submit written reports to the OAEA President and Publications Editor(s) to inform OAEA membership of Committee goals and activities.
  7. Work with Regional PR / Advocacy Chairs to design PR displays for the annual conference.
  8. Contact the State Conference Chair to arrange display space for the regional PR displays at the conference.
  9. Submit, to the State Conference Chair, an annual report to be included in the Conference Brochure.
  11. Gather and report attendance of Regional PR / Advocacy Chairs for the Leadership Assembly Meetings to the President.
  12. Submit to the archives all meeting agendas, minutes of PR meetings, and other items distributed in the name of the Association.
  13. May represent Ohio as a delegate to NAEA Western Region Conference.
  14. Attend Leadership Orientation after elected at the December meeting.
  15. Facilitate Leadership Orientation session for new committee members.
  16. Submit regular articles for the ARTline.



## Vice President of Divisions

### **Constitutional Description:**

It shall be the duty of the Vice President of Divisions to serve as Chairperson of the Divisions Committee and Division activities.

### **Term of Office:**

Elected by a plurality of votes in odd numbered years. He / she will assume the duties of the office the following January for a two year term and shall be eligible for one re-election. They can serve no more than two consecutive Terms. The Vice President of Divisions' term and the OAEA President's term will begin on alternate years; therefore, the term of office will span the second year of the current president and the first year of the incoming president.

### **Requirements to Serve:**

A minimum of five (5) years of art education experience with a minimum of five (5) years of active membership in OAEA (with at least two (2) years of active membership immediately preceding the election).

Once elected, the new officer must be a member of the National Art Education Association during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected in an odd numbered year - begins term in even numbered year.

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

### **Duties:**

1. Attend all Executive Committee and Leadership Assembly meetings (Friday P.M. and Saturday afternoon).
2. Prepare / distribute agendas and direct meetings with the Division Committee prior to the Leadership Assembly meeting (Saturday A.M., approximately four times a year). See constitution for description of the Committee. General agenda items of meetings may include:
  - In January when new representatives assume their duties
  - In March to review and division awards nominations
  - In May to vet conference proposals

In September to finalize plans for the conference program, including Pre-service Mini-Con

3. Communicate with Division members by mail, telephone, or email as necessary to conduct the business of the Association, to include notice of Assembly meetings, agendas, and minutes of previous meetings.
4. Implement committee goals and objectives as established by the Divisions Committee and as recommended by the OAEA Executive Committee and the Leadership Assembly.
5. Appoint and dissolve ad hoc committees when such committees will add to the Divisions Committee's effectiveness.
6. Submit written reports to the OAEA President and Publications Editor(s) to inform OAEA membership of Committee goals and activities.
7. Oversee the production of conference agenda information for each Division. This should include a division election schedule (which divisions should be holding elections is covered in Constitution Article II, Section 4), special program information, and / or division award nominations, so that the participants / members of each division may be prepared for events taking place at the annual Divisional meeting.
8. Work with committee to develop and host the Pre-service Mini-Con during the annual fall conference.
9. Submit, to the State Conference Chair, an annual report to be included in the Conference Brochure.
10. Gather and report attendance of the Division Committee for the Leadership Assembly Meetings to the President.
11. Submit to the archives all meeting agendas, minutes of Division meetings, and other items distributed in the name of the Association.
12. May represent Ohio as a delegate to NAEA Western Region Conference.
13. Attend Leadership Orientation after being elected at the December meeting.
14. Facilitate Leadership Orientation session for new committee members.
15. Submit regular articles for the ARTline.

## **Treasurer**

### **Constitutional Description:**

It shall be the duty of the Treasurer to receive all funds of the Association, to keep accounts of the same and to deposit them in a bank in the name of the Ohio Art Education Association; to disburse payments for all bills against the Association and to keep an account of the same; to present periodic financial reports to the Executive Committee and Leadership Assembly; in consultation with the President, prepare an annual budget, secure an annual audit of the financial records of the Association; and to serve on the Conference Committee and as the financial advisor to the Executive Committee. The Treasurer shall be bonded.

### **Term of Office:**

Elected by a plurality of votes in odd numbered years. He / she will assume the duties of the office the following January for a two year term. The Treasurer may serve unlimited consecutive terms of office.

### **Requirements to Serve:**

A minimum of five (5) years of art education experience with a minimum of five (5) years of active membership in OAEA (with at least two (2) years of active membership immediately preceding the election). Must be willing to provide personal credit information to qualify for bond status, and be in good financial standing. Must submit end of year reports to the accountant for the last year served.

Once elected, the new officer must be a member of the National Art Education Association during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected in an odd numbered year - begins term in even numbered years.

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

Board of Ohio Art Education Foundation with vote.

### **Duties:**

1. Receive and then properly deposit all funds of the Association.
2. Deposit funds in a checking account (and investment accounts deemed necessary) which have been established by the Treasurer in a local bank.

3. Disburse funds according to approved vouchers.  
Educate all persons responsible for accounts in the proper manner of completing vouchers.  
Have all vouchers authorized for payment by the President.
4. Maintain an accounting system of income and disbursements, posting items into proper categories in an accountant's ledger digitally and in print.
5. Maintain a voucher file folder; reconcile monthly with checkbook, canceled checks and bank statements.
6. Receive direct payment OAEA memberships, forwarding copies of the forms to the Membership Chair, retaining copies for the Treasurer's file.
7. Maintain communications with the State Conference Chair. The Treasurer, as a member of the Conference Committee, is responsible for setting budgets with the committee and working with registrar and membership.
8. Attend all meetings of the Executive Committee, Leadership Assembly, Conference Committee, and the OAE Foundation.
9. Prepare written or verbal financial summaries for all meetings of the Executive Committee and / or Leadership Assembly.
10. Submit, to the State Conference Chair, an annual report to be included in the Conference Brochure.
11. Submit to the archives all financial reports and other items distributed in the name of the Association.
12. Periodically communicate with the Vice President of Regions on the status of the Regional Subsidy Accounts, with the Publications Editors on these accounts, with the State Conference Chair on the status of conference revenue received and expenditures, and with other groups and Chairs concerning spending.
13. Maintain constant communication with the President on the financial status of the Association.
14. See items under Finances, Mileage, and Membership in Prevailing Procedures for details concerning the Treasurer.
15. Order checks and vouchers.
16. Access PayPal once a month to transfer funds to a checking account.
17. Balance and coordinate credit cards for State Conference Chair, President and Treasurer.

## **Secretary**

### **Constitutional Description:**

It shall be the duty of the Secretary to maintain a complete record of all meetings of the Association presided at by the President; to distribute the minutes of each meeting at least two weeks prior to the next meeting; to receive the annual audit report and to transfer minutes and other materials to the Historian in digital and hardcopy form.

### **Term of Office:**

Elected by a plurality of votes in even numbered years. He / she will assume the duties of the office the following January for a two year term and shall be eligible for one re-election. They can serve no more than two consecutive Terms. The term of office shall be concurrent with the OAEA President.

### **Requirements to Serve:**

A minimum of five (5) years of art education experience with a minimum of five (5) years of active membership in OAEA (with at least two (2) years of active membership immediately preceding the election).

Once elected, the new officer must be a member of the National Art Education Association during term of office.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected in an even numbered year - begins term in odd numbered years

### **Serves:**

Executive Committee with vote.

Leadership Assembly with vote.

### **Duties:**

1. Attend all Executive Committee and Leadership Assembly meetings as a voting member. Record minutes of all Executive Committee and Leadership Assembly sessions as called by the President, or by an individual authorized to do so by the President.
2. Update recording and disbursement procedures.
3. Record the vote and the results in the minutes, in the case of roll call votes.
4. When votes are taken in the Executive Committee concerning finances it shall be by roll call vote.

Parliamentarians note: Voting members of the Executive Committee are elected officers and the membership has the right to know how their elected officers voted.

5. Type and distribute the minutes and motions of the meetings to the President, Committee, and the Leadership Assembly at least two weeks prior to the next scheduled meeting.
6. Compile a notebook annually to be stored in the archives. The notebook will include:
  - a. Minutes of all meetings as corrected
  - b. Motions and outcomes clearly identified within the minutes in bold font
  - c. Treasurer's Report
  - d. Annual report from previous year's conference
  - e. Report or correspondence pertinent to the updating procedures
7. Submit, to the State Conference Chair, an annual report to be included in the Conference Brochure. The annual report from the Secretary is the previous conference business meeting minutes.
8. Maintain and organize the OAEA archives along with the OAEA Historian. See the Prevailing Procedures for items to be stored in the archives.
9. Track meeting attendance of Executive Board Members and members of the Leadership Assembly.
10. Create and provide name tents for Executive Board members and Leadership Assembly members at meetings for clear identification/recognition.
11. Update the Executive Committee and the Leadership Assembly roster to include newly elected and new presidential appointments.

## **Elected Assembly Member**

### **Constitutional Description:**

Nominations are taken from the floor of the January meeting of the Leadership Assembly. Nominee must be present to accept the nomination or have given prior consent.

Elected by a plurality of votes at each January meeting of the Leadership Assembly. He/ she will assume the duties of the office immediately and will attend with vote the Executive Committee and Leadership Assembly meetings. Term of office begins with election and runs through the Executive Committee meeting prior to the January meeting of the Leadership Assembly.

### **Requirements to Serve:**

Nominee must be serving a current, voting position on the OAEA Leadership Assembly. If elected, must be willing to become a member of NAEA.

### **Elected or Appointed:**

Elected Assembly Member is elected by a plurality of votes from voting members of the Leadership Assembly. Term is for one year, starting each January.

### **Serves:**

Executive Committee with vote.  
Leadership Assembly with vote.

### **Duties:**

1. Represent the Leadership Assembly as their elected member on the Executive Committee.
2. Attend all Executive Committee meetings as called by the President.
3. Attend the annual Fall conference.
4. Assist with duties assigned by the President.
5. Lunch for Leadership Assembly meetings is the responsibility of the Elected Assembly Member.
6. A voucher / receipt not to exceed a reasonable amount will be submitted by the Elected Assembly Member to cover the cost of the Leadership Assembly meeting luncheon.

## **State Conference Coordinator**

### **Constitutional Description:**

The State Conference Coordinator shall be appointed for an indefinite term, renewed annually, coordinate and be responsible for the annual state conference with the assistance of the Local Coordinator and the Conference Committee. He / she shall sit on the Executive Committee, ex-officio (without vote). He / she shall work closely with the Marketing Chair, State Conference Registrar, and Treasurer, and upon approval of the Executive Committee shall secure sites for the annual conference at least two (2) years prior to a state conference.

### **Term of Office:**

Position serves January 1 - December 31. Final action for the year by the State Conference Coordinator is submission of the Conference final report for the previous November conference.

Indefinite term, renewed annually.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the President with the approval of the Executive Committee.

### **Serves:**

Executive Committee without vote.  
Leadership Assembly with vote.

### **Duties:**

1. Oversee all aspects of the annual state conference (pre - during - post).
2. Make all conference reports to the Executive Committee.
3. Answer all general public correspondence regarding conference.
4. Act as liaison between hotel and conference committee.
5. Act as "finance director" for all conference related budget and expenses.
6. Determine the number of items to be printed based on previous year's needs.
7. Oversee all news releases to the OAEA Newsletter.
8. Compile and condense chairpersons' reports for final conference synopsis.
9. Write and duplicate conference evaluation and suggestion forms for distribution at conference.
10. Revise Conference Committee Handbooks.



11. Submit to OAEA Executive Committee and Leadership Assembly written reports on the annual conference by the January meeting.
12. Select sites, negotiate contracts and finalize all details for future conferences.
13. Organize all reports and information included in the conference registration folders.
14. Submit an annual report (an overview of the previous year's conference) to be included in the Conference Brochure.
15. Submit reports and statistics of conference to be included in the OAEA archives.
16. Submit regular articles for the ARTline.

## **Membership Chair**

### **Constitutional Description:**

The Membership Chair shall be appointed for a three year term and maintain a current membership file with the assistance of the OEA (payroll deduction) and provide quarterly updates to the Executive Committee and updates to the Treasurer on a monthly basis. He / she shall maintain records and inform the membership of Circa Society information. He / she shall sit on the Executive Committee, ex-officio (without vote).

### **Term of Office:**

Position serves January 1 - December 31.

Three year term

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the President with the approval of the Executive Committee.

### **Serves:**

Executive Committee without vote.

Leadership Assembly with vote.

**Duties:** See also "VIII.Membership" in Prevailing Procedures.

1. Serve as coordinator for a three year term.
2. Oversee all aspects of membership in cooperation with the OAEA Treasurer and the Communications Chair.
3. Maintain a current membership list.
4. Be responsible for the printing of membership forms if needed.
5. Be responsible for the printing and mailing of membership cards and reminder forms as needed.
6. Attend all Executive Committee and Leadership Assembly meetings.
7. Membership will receive a monthly statement from OEA with a list of members paying through OEA. Coordinate with Treasurer to be sure the funds are being received.
8. Direct membership payments will be sent directly to the Treasurer. However, any membership forms sent to the Membership Chair will be entered into the

database, and the membership payments will be forwarded immediately to the Treasurer.

9. Update Honorary Life Memberships annually. See "Prevailing Procedures, VIII Membership" for more information on Honorary Life members.
10. Answer correspondence directed from members and interested persons.
11. Updated membership lists will be available to regions in order to determine validity of participants in regional exhibitions and activities. It is the responsibility of regional membership chairs and regional exhibition chairs to verify membership status of participants in their regions.
12. Submit, to the State Conference Chair, an annual report to be included in the Conference Brochure.
13. Chair the Circa Society.
14. Submit regular articles for the ARTline.

To chair the Circa Society requires the following:

- a. Maintain a database of members, to update and keep current.
- b. Distribute Circa Society application forms to Regional Directors for use in regional newsletters.
- c. Submit application forms and updating information to the ARTline editor for printing in said publication.
- d. Distribute / collect / organize application and update forms for past and present members of the Society as follows -

15 years	20 years	25 years	30 years
35 years	40 years	45 years	50+ years
- e. Update above records as needed and have information ready for all Executive Committee meetings as well as Fall conference.
- f. Present Circa Society Letters / Pins / Ribbons to new inductees and updated society members on awards night of the Fall conference.
- g. Mail any / all information to inductees / members as needed (i.e. pins / ribbons / letters to members not present at Fall conference).
- h. Prepare for publication in ARTline the names and years of service of Circa Society members following the Fall conference.
- i. Prepare annual report for conference on Circa Society.
- j. Submit data to historian for the archives.

## **Parliamentarian**

### **Constitutional Description:**

The parliamentarian shall be appointed by the President with concurrence by the Executive Committee. He / she shall attend all official meetings ex-officio (without vote) of the Association where any business takes place and see that the proper parliamentary procedures are followed. The parliamentarian shall maintain and update Association “blue books” and recommend and oversee Constitutional revisions.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the President with the approval of the Executive Committee.

### **Serves:**

Executive Committee without vote.  
Leadership Assembly without vote.

### **Duties:**

1. Attend all official meetings of the Association where any business takes place and sees that proper parliamentary procedure is followed.
2. Robert’s Rules of Order Revised shall be the authority on all questions of procedure not otherwise covered in the OAEA Constitution and By-Laws.
3. Responsible for the final drafting, before being placed on the ballot, of any constitutional changes.
4. Seek the advice and assistance of the Historian if needed.
5. Assure that in any deliberations of OAEA that the following basic principles are embodied:
  - a. Equal rights
  - b. Rule of the majority
  - c. Protection of the minority
  - d. Orderly consideration of one subject at a time
  - e. Adherence to the Constitution, By-Laws, and rules of the Association
6. Be responsible for updating “blue books” of OAEA.

## **Ohio Art Education Foundation President**

### **Constitutional Description:**

The President of the OAE Foundation shall sit on the OAEA Executive Committee, ex-officio (without vote) and serve as a liaison between the OAE Foundation and the OAEA.

### **Term of Office:**

Position serves January 1 - December 31.

Three year term

### **Requirements to Serve:**

OAE Foundation President shall be a member of OAEA and a Distinguished Fellow of OAEA.

### **Elected or Appointed:**

OAE Foundation President is elected by the Foundation Trustees.

### **Serves:**

OAEA Executive Committee without vote

OAEA Leadership Assembly with vote

### **Duties:**

1. Attend all meetings of the OAEA Executive Committee and Leadership Assembly.
2. Communications between the OAEA and the OAE Foundation will be documented by the President of the Foundation and the Chair of the Fellows with the OAEA Executive Committee. Specific procedures are outlined in "OAEA Prevailing Procedures, XVI OAE Foundation."
3. Work with OAEA Executive Committee and the Ohio Governor's Exhibition to select scholarship winner, maintain fund and distribute scholarship as the conclusion of process.
4. Call an annual meeting of the OAE Foundation Trustees.
5. Submit regular articles for the ARTline.

## **Elementary Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Term. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/ Supervision, and Emeritus Educator division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an even numbered year.

Can serve no more than two consecutive terms for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in an odd numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

### **Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the State Divisions Committee, attending all meetings with the other divisional chairpersons.

3. Organize and conduct the Elementary Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Divisions.
5. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during odd numbered years.
6. Maintain close communications with those in charge of all OAEA sponsored Art Exhibitions representing the elementary art teachers of the OAEA and keep members informed of exhibition activities.
7. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
8. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
9. Promote membership and participation in OAEA among elementary teachers.
10. Maintain an active division roster.
11. Submit regular articles for the ARTline.

## **Middle Level Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/SPA and Emeritus Educator division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an odd numbered year.

Can serve no more than two consecutive Terms for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in even numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

### **Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the State Divisions Committee, attending all meetings with the other divisional chairpersons.



3. Organize and conduct the Middle Level Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Divisions.
5. Submit regular articles for the ARTline.
6. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during even numbered years.
7. Maintain close communications with those in charge of all OAEA sponsored Art Exhibitions representing the middle level art teachers of the OAEA and keep members informed of exhibition activities.
8. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
9. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
10. Promote membership and participation in OAEA among middle level and junior high teachers.
11. Maintain an active division roster.

## Secondary Division Chair

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/ SPA and Emeritus Educator division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an odd numbered year.

Can serve no more than two consecutive Terms for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in an even numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

### **Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the State Divisions Committee, attending all meetings with the other divisional chairpersons.

3. Organize and conduct the Secondary Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Divisions.
5. Submit regular articles for the ARTline.
6. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during even numbered years.
7. Maintain close communications with those in charge of all OAEA sponsored Art Exhibitions representing the secondary level / high school art teachers of the OAEA and keep members informed of exhibition activities.
8. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
9. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
10. Promote membership and participation in OAEA among secondary teachers.
11. Maintain an active division roster.

## **Higher Education/ SPA Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Professional Standards Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Student Division shall take place during the even-numbered years while the election for Elementary, Higher Education/ Supervision, and Retired Educator Division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an even numbered year.

Can serve no more than two consecutive Terms for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in odd numbered years by members of the Division at the Annual State Conference.

### **Serves:**

Board of Directors with vote.

Professional Standards Committee with vote.

Chair of the OAEA Student Scholarship Committee.

### **Duties:**

The Higher Education/ Supervision Division Chairperson of OAEA shall serve as a voting member of the OAEA Board of Directors and a voting member of the OAEA Professional

Standards Committee. Election of the Division Chairperson will take place in odd numbered years at the Division Meeting during the Annual State Conference. Nominees are solicited from among the ranks of the Higher Education membership of the OAEA. Election is by a plurality of votes cast by the membership of the division.

It is the responsibility of the Higher Education/ Supervision Division Chairperson to represent the concerns of Division members to the Board and/or professional Standards Committee; to officiate at the annual Division Meeting held at the Annual State Conference.

The Higher Education/ Supervision Division Chairperson shall:

1. Attend all Board of Directors meetings and take an active part.
2. Serve as a voting member of the State Professional Standards Committee, attending all meetings with the other divisional chairpersons.
3. Organize and conduct the Higher Education / Supervision Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Immediate Past President.
5. Write articles for OAEA Artline Newsletter and follow submission requirements (See Artline Info Sheet) to the editor by the deadline for each issue.
6. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during odd numbered years.
7. Maintain close communications with those in charge of all OAEA sponsored Art Exhibitions and keep members informed of exhibition activities.
8. Responsibly represent the Higher Education/ Supervision Division members in decisions that affect them, notifying them of decisions made in a timely fashion.
9. Identify and act upon the concerns of divisional members making recommendations to the Board and Professional Standards Committee.
9. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first Board meeting in January.
10. Promote membership and participation in OAEA among Higher Education art educators.
11. Maintain an active division roster.
12. Make an effort to see that at least one higher education special interest session is offered on the program of the Annual State Conference.
13. Maintain a roster of Art Educators in Higher Education / Supervision in Ohio.
14. Serve as the Chairperson of the Scholarship Committee. Procedures for the Scholarship Committee are under "Prevailing Procedures: XL. Scholarship.

## **Museum Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/SPA and Emeritus Educator division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an odd numbered year.

Can serve no more than two consecutive Term for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in an even numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

Scholarship Committee with vote.

**Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the Divisions Committee, attending all meetings with the other divisional chairpersons.
3. Organize and conduct the Museum Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Divisions.
5. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during even numbered years.
6. Serve as a judge for the OAEA Student Scholarship Award with supervision, Higher Education, and Emeritus Division Chairpersons (see "Prevailing Procedures; XI. Scholarships").
7. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
8. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
11. Promote membership and participation in OAEA among museum art educators.
12. Maintain an active division roster.
13. Submit regular articles for the ARTline.

## **Emeritus Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/ SPA, and Emeritus Educator Division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an even numbered year.

Can serve no more than two consecutive Terms for the same office.

### **Requirements to Serve:**

OAEA member

Should be a member of that division, serving at least 51% of their professional time within that Division.

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in odd numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

Scholarship Committee with vote.



**Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the State Divisions Committee, attending all meetings with the other divisional chairpersons.
3. Organize and conduct the Emeritus Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Divisions.
5. . Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during odd numbered years.
6. Serve as a judge for the OAEA Student Scholarship Award with Supervision, Higher Education, and Museum Division Chairpersons (see "Prevailing Procedures; XI. Scholarships").
7. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
8. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
9. Promote membership and participation in OAEA among retired art educators.
10. Maintain an active division roster.
11. Submit regular articles for the ARTline.

## **Pre-Service Division Chair**

### **Constitutional Description:**

Each Division shall conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed. The division shall identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Divisions Committee. At the Annual State Conference each division shall elect or appoint for a two (2) year term a Chairperson and submit the name to the Executive Committee. No Divisional Chairperson shall serve more than two (2) consecutive Terms. The election for Middle/Junior High, Secondary, Museum, and Pre-Service Division shall take place during the even-numbered years while the election for Elementary, Higher Education/ SPA and Emeritus Educator division Chairpersons shall take place during odd-numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an odd numbered year.

Can serve no more than two consecutive Terms for the same office.

If there is a Pre-Service Division Chair Elect, the Elect should overlap one year with the second year of the Chair for a better transition.

### **Requirements to Serve:**

OAEA member

Should be a member of that division

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in an even numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Leadership Assembly with vote.

Divisions Committee with vote.

**Duties:**

1. Attend all Leadership Assembly meetings and take an active part.
2. Serve as a voting member of the State Divisions Committee, attending all meetings with the other divisional chairpersons.
3. Organize and conduct the Pre-Service Division Meeting at the Annual State Conference.
4. Update divisional roster information at conference and give to the Vice President of Regions.
5. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during even numbered years.
6. Identify and act upon the concerns of divisional members making recommendations to the LA and Divisions Committee.
7. Keep records of all meetings and correspondence. Upon leaving the position, pass the OAEA Handbook to the succeeding chairperson before the first LA meeting in January.
8. Promote membership and participation in OAEA among students of art education.
9. Maintain an active division roster and communicate with the membership chair.
10. Maintain close communications with those in charge of OAEA sponsored art exhibitions representing the students of OAEA and keep members informed of exhibition activities.
11. Submit regular articles for the ARTline.

## **Regional Director**

### **Constitutional Description:**

The regions shall be the same as the eight geographic sections designated by the Ohio Art Education Association unless voted upon and amended by the Executive Committee. Each region shall have an Executive Committee to include a Regional Director, Regional Director-Elect, and the following Committee Chairpersons: Advocacy / Public Relations, Art Exhibition, Membership, Newsletter Editor, Student Division Chairperson, and others if needed.

Each region shall conduct no less than one membership meeting within the Region each year and a meeting held at the State Conference and communicate concerns and interests to the Board.

Nominations for regional officers shall be conducted by a regional nominating committee, letter of intent, or nominations from the floor at the State Conference Regional meeting. No regional officer shall serve more than two (2) consecutive Terms for the same office. Central, Eastern, North Central, and Northwestern Regions shall conduct Regional Director-Elect elections during even numbered years, while Northeastern, Southeastern, Southwestern, and Western Regions shall conduct elections during odd numbered years. Elections for Advocacy / Public Relations Chairpersons shall be conducted on alternate years from the Regional Director-Elect. No region shall maintain a Regional Treasury separate from the State OAEA Treasury. Each region shall appoint a Student Division Representative. Regional Directors and Directors-Elect shall hold a scheduled meeting at the annual state conference.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an even numbered year for RDs in Northeast, Southeast, Southwest, and West.

Elected in an odd numbered year - serve as RD-Elect for 2 years - serve as RD for 2 years

Two year term begins in an odd numbered year for RDs in Central, East, North Central, and Northwest.

Elected in an even numbered year - serve as RD-Elect for 2 years - serve as RD for 2 years

Can serve no more than two consecutive Terms for the same office.

**Requirements to Serve:**

OAEA Active membership

**Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast by regional members at the Regional Meeting during the Annual State Conference.

**Serves:**

Leadership Assembly with vote.

**Duties:**

A handbook for the Regional Directors is available and contains details / timelines for accomplishing the duties of the Regional Director.

1. Assure that all five regional positions are filled according to the OAEA Constitution:
  - Regional Director
  - Regional Director-Elect
  - Advocacy / Public Relations Chair
  - Art Exhibition Chair
  - Membership Chair
  - Regional Student Division RepresentativeAppointments for additional positions can be made as needed. This might include:
  - Regional Newsletter Editor
  - Historian
  - Award Chairperson
  - County Contacts
2. Submit to the Vice-President of Regions a list of regional officers for the new year by the November Conference Regional Directors luncheon. Addresses, phone numbers, and email addresses are to be included. These will be submitted to the Immediate Past President to be included in the updated roster.
3. Attend the meetings for the Regional Directors called by the Vice President of Regions. These occur immediately preceding the Leadership Assembly meetings and at the annual conference.
4. Attend all Leadership Assembly meetings (approximately four times a year). If absent, the Regional Director-Elect may represent the region.
5. Submit to the Vice-President of Regions an agenda for the Regional Meeting at Conference. This will include nominations for the Service Awards, proposed

budget for membership approval, nominees for Ohio Art Educator of the Year, and other business.

6. Submit nominations for awards to the Vice-President of Regions and the OAEA Awards Chairperson:
  - Distinguished Citizen for Art Education
  - Distinguished Educator for Art Education
  - Distinguished Business or Organization for Art Education
  - Ohio Art Educator of the Year Award
7. Approve and submit to the Treasurer all vouchers from the region. The regional rebate money includes a flat \$250.00 rebate from OAEA, plus 20% of the dues from active members within said regions as of June 1. These monies must be spent and vouchered by November 30 or forfeited.
8. Local fundraising at the annual conference will be shared 50 / 50 between the local committee and OAEA. All regional fundraising monies will be carried over for one year after the conference. If not spent by the region, the funds will be forfeited.
9. Submit at least one "Teacher Feature" to the OAEA Artline during term in office.
10. Conduct planning meetings with regional officers as needed. Two meetings per year are suggested. Information gathered at the Leadership Assembly Meeting should be presented.
11. Oversee Regional Workshop planning. Ideas from successful workshops should be shared with other regions.
12. Oversee the collection of Regional Newsletters via email. Four per year are suggested. Newsletters are then mass emailed, placed on social media, put on the OAEA website, and sent to the OAEA Blue Book for archiving.
13. Maintain the OAEA "Blue Book" Handbook, Constitution, Regional Directors Job Description, and attached documents. These should be passed to the Regional Director-Elect before their term begins.
14. Maintain the RD's handbook, "Everything You Ever Wanted to Know About Being a Regional Director. . ." and pass it to the incoming Regional Director before their term begins.
15. Conduct an election and balloting for the Outstanding Art Teacher awards for the region. Collect all paperwork and documentation concerning the awards.
16. Oversee and provide needed documentation concerning all awards, including OAT for the region, to the OAEA Awards Chairperson.
17. Oversee return and distribution of student artwork from OAEA sponsored exhibitions.
18. Submit regular articles for the ARTline.

## **Public Relations / Advocacy Chairperson**

### **Constitutional Description:**

The regions shall be the same as the eight geographic sections designated by the Ohio Art Education Association unless voted upon and amended by the Executive Committee. Each region shall have an Executive Committee to include a Regional Director, Regional Director-Elect, and the following Committee Chairpersons: Public Relations/ Advocacy, Art Exhibition, Membership, Newsletter Editor, Student Division chairperson, and others if needed.

Nominations for regional officers shall be conducted by a regional nominating committee, letter of intent, or nominations from the floor at the State Conference Regional meeting. No regional officer shall serve more than two (2) consecutive Terms for the same office.

Elections for Public Relations / Advocacy Chairpersons shall be conducted on alternate years from the Regional Director-Elect. Therefore, Central, Eastern, North Central, and Northwestern Regions shall conduct Public Relations/ Advocacy Chair elections during odd numbered years, while Northeastern, Southeastern, Southwestern, and Western Regions shall conduct Public Relations / Advocacy Chair elections during even numbered years.

### **Term of Office:**

Position serves January 1 - December 31.

Two year term begins in an odd numbered year for PR Chairs in Northeast, Southeast, Southwest, and West.

Elected in an even numbered year - serve as PR Chair for 2 years beginning in an odd numbered year.

Two year term begins in an even numbered year for PR Chairs in Central, East, North Central, and Northwest.

Elected in an odd numbered year - serve as PR Chair for 2 years beginning in an even numbered year.

Can serve no more than two consecutive Term for the same office.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Elected position serves January 1 - December 31.

Elected by a plurality of votes cast in by regional members at the Regional Meeting during the Annual State Conference.

**Serves:**

Leadership Assembly with vote.

**Duties:**

More specific descriptions are available in the handbook for Regional Directors, especially a division of duties involving the annual conference.

1. Identify and promote state legislation having to do with or affecting Art or Arts Education.
2. Identify and propose regional programs in response to the needs of Art Education.
3. Nurture advocates for the arts within schools and political groups.
4. Contact news media to promote activities which demonstrate the values of Art Education.
5. Attend all Committee meetings called by the Vice-President of Advocacy (usually preceding the meeting of the Leadership Assembly). Another regional officer may attend in their absence.
6. Attend all Leadership Assembly meetings as voting members.
7. Contact legislators in order to:
  - a. Introduce OAEA's mission.
  - b. Inform them of recognition given to OAEA members in their areas.
  - c. Educate them about issues and legislation affecting the arts and education.
8. Be responsible for:
  - a. Recognition to Regional Service Award nominees
  - b. Participation in and promotion of Youth Art Month activities and OAEA sponsored exhibitions.
9. Design and construct the regional PR display at the Annual Conference. Collect photographs and news articles representing arts education activities and programs from the regional membership. The PR Chair will then design and construct a PR display according to standards set by the Vice-President of PR/Advocacy and will be present at the Fall conference to set up the display for the duration of the conference.
10. The PR Chairs will assume various projects that promote the arts such as displaying advocacy pieces at other conferences, etc. . .



# Awards Chairperson

## Constitutional Description:

### Term of Office:

Position serves January 1 - December 31.  
Indefinite term, renewed annually.

### Requirements to Serve:

OAEA member

### Elected or Appointed:

Appointed by the President with the approval of the Executive Committee.

### Serves:

Leadership Assembly with vote  
State Conference Committee

### Duties:

The Awards Chairperson is a Special appointment in accordance with OAEA constitution Article VII - Section 2.

The Awards chairperson oversees and orchestrates all awards and special recognitions given by the Ohio Art Education Association, including:

Ohio Art Educator of the Year  
OAEA Service Awards  
OAEA Divisional Awards  
Regional Outstanding Art Teacher Awards (OATs)  
Advocacy Awards

A handbook for the Awards Position is available, including more specific details of each award and procedures involved.

1. Collect all paperwork and documentation involving the awards, with the assistance of the Regional Directors and the Regional Advocacy / Public Relations Chairs.
2. Conduct balloting and voting for OAEA Service Awards, Divisional Awards, and the Art Educator of the Year Award.
3. Oversee the award process during the Annual Conference, especially Thursday night when the awards are presented. Prepare bios and supply photos for the conference brochure and the awards presentation ceremony. Work in cooperation with the Conference Coordinator.

4. Arrange for presentation of State Level Service Award Winners, as appropriate for each recipient.
5. Submit information to NAEA concerning the Ohio Art Educator of the Year and the Division Awards by the published National deadline.
8. Submit regular advertisements or articles for the ARTline.

## **Communications Chair**

### **Constitutional Description:**

The Communications Chair shall be appointed by the President for an indefinite term, renewed annually, and shall set up and maintain the OAEA website with current information of interest to membership, post commercial exhibitors information as appropriate and shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.

### **Duties:**

1. Maintain OAEA website, including every detail involving updating URL information <www.oaea.org>, updating information as needed and supplied by various OAEA members.
2. Maintain membership database, including vouchering of site fees.
3. Assist and educate members of the Leadership Assembly in accessing and updating information, members list, labels, etc. . .
4. Cooperate with Membership Chair in maintenance and updating of the membership database.
5. The OAEA Constitution will be available on the OAEA website.
6. Supply links to appropriate websites as decided by the Executive Committee.
7. Include OAEA documents online, as appropriate.

## **OAEA Historian**

### **Constitutional Description:**

The Historian shall be appointed for an indefinite term, renewed annually, receive, and review material, maintain the OAEA Archives, and inform the membership of its history.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.

### **Duties:**

The Historian shall be appointed by the President on a yearly basis, assuming the duties in January of each year. The Historian shall receive materials and work on archives on the day of the Leadership Assembly meeting. The archives are presently housed in the State Teachers Retirement Building in Columbus.

The Historian shall:

1. Maintain OAEA Archives under the following suggested headings and arranged by year. Offices in parentheses are responsible for the paperwork and should submit these to the Historian.
  - a. Secretarial reports / annual reports (Secretary)
  - b. Treasurer reports (Treasurer)
  - c. Membership lists and rosters (Membership chair)
  - d. Annual conference programs (Conference Coordinator)
  - e. OAEA Constitution (President or Parliamentarian)
  - f. Officers of the Association - roster (Past President)
  - g. OAEA Journals (Editor)
  - h. OAEA Newsletters (Editor)
  - i. Presidential papers / reports (President)

- j. Public Relations / Advocacy papers / meeting info (Second vice-President)
  - k. Regional Directors papers / meeting info (First Vice-President)
  - l. OAEA Exhibition paperwork, brochures (Exhibition Coordinator)
  - m. Professional Development activities documentation (Past President)
  - n. Regional Publications (First Vice-President)
  - o. Youth Art Month (YAM Coordinator)
  - p. Awards and Recognition, Outstanding Art Teacher Awards (Awards Chair)
  - q. Circa Awards (Membership Chair)
  - r. Fellows (Fellows Chair)
  - s. Student Scholarships (Higher Education Division Chair)
2. With the cooperation of persons designated in parentheses, be responsible for keeping the archive files complete.
  3. Collect the records for each year no later than at the end of the calendar year.
  4. Write articles for the OAEA Newsletter when appropriate to keep the membership informed concerning the archives and OAEA history.
  5. Collect missing data for the archives to have complete year to year records.
  6. Organize and orchestrate a historical record of OAEA and update the existing record every five years.

## **OAEA ARTline Editor**

### **Constitutional Description:**

The OAEA Newsletter Editor shall be appointed for an indefinite term, renewed annually, and solicit and edit materials and see that a minimum of four (3) newsletters are published on a quarterly basis. OAEA ARTline Editor shall solicit advertising for the publications.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.

### **Duties:**

1. Publish 3 issues per year. Submission deadlines must occur in conjunction with Leadership Assembly meetings.
2. Request regular articles from the Association President.
3. Publish: Regional news, Divisional news, Teacher Features, OAEA Calendar, and student artwork. (Teacher Features are procured by Regional Directors, one per issue on a rotating basis.)
4. Attend meetings of the Leadership Assembly, make a brief publication report, and bring extra copies of the last issue for those wishing them.
5. Determine newsletter content to reflect current plans, activities, opportunities, and accomplishments of the Association and its members.
6. Arrange for a photographer (perhaps an Association member) to photo document Association events, Annual Conferences, etc...
7. Follow the volume and number issue identification presently in force.

ARTline Expenditure and Income

1. Operate within the approved annual budget. Work with the Treasurer to maintain the budget.
2. Submit to the Treasurer all vouchers and receipts for financial concerns involving publication and distribution of the OAEA ARTline.
3. Maintain a listing of incurred expenditures to determine average cost per issue and to project expenses.
4. Maintain a listing of income generated by advertising.
5. Solicit advertising to offset publication expenses or oversee this responsibility as a delegated duty.
6. Mail an invitation to advertise, a current issue, and rates schedule to clients from the past year. Invite commercial exhibitors at the state and national conference to advertise.
7. Mail newsletters to all advertisers.
8. Maintain records of billing, payment, and names of contact person for advertisers.

#### Printing and Mailing

1. Locate a reliable, reasonable printer.
2. Work with the typesetter to proof each issue.
3. Arrange for typesetting, printing, and mailing of each issue. Forward vouchered bills to the Treasurer for payment of same. Postage is an out of pocket, personal expense to be reimbursed by the Treasurer upon receipt of the voucher and receipt.
4. Arrange for bulk mailing privileges.
5. Arrange for mailing labels through the membership database.
6. Mail newsletters to members, advertisers, and other state newsletter editors (address labels available from the NAEA office).
7. Be a member of NAEA.
8. Organize related records. Suggested file categories include:
  - a. Items for next issue
  - b. Potential filler items
  - c. Advertisements
  - d. Address updates
  - e. Postal regulations
  - f. Budget
  - g. Correspondence
9. Maintain an archive of two copies of each issue. In addition, at least 25 of each issue should be kept for the current year. The Historian shall be given five copies and the Membership Coordinator at least ten copies of each issue.
10. Update the OAEA Handbook and pass it along to the next Editor upon completion of his / her term.

## **Student Programming Chair**

### **Constitutional Description:**

The Student Programming Chairperson shall be appointed for an indefinite term, renewed annually, and direct and organize Association Exhibitions with the assistance of the Student Programming Committee.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Executive Committee without vote.  
Leadership Assembly with vote.  
Chair of the Student Programming Committee.

### **Duties:**

1. Oversee all activities surrounding the organization, presentation, and any awards involving OAEA sponsored exhibitions and competitions, including:
  - Youth Art Month Exhibition
  - Young People's Art Exhibition
  - Youth Art Month Flag Design Competition
  - Jerry Tollifson Art Criticism Open
  - OAEA High School Art Show
  - House of Representatives Art Show
2. Oversee all OAEA activities celebrating Youth Art Month in cooperation of the Youth Art Month Coordinator.
3. Attend all meetings of the Leadership Assembly.
4. Approve and submit to the Treasurer all vouchers from the Chair-persons for the various OAEA sponsored exhibitions and competitions, with the exception of the Youth Art Month Coordinator who shall maintain their own budget.



5. Work together with the exhibition and competition chairpersons to determine timelines, budgets, and procedures.
6. Submit updated paperwork to the website in preparation for the various exhibition events.
7. Coordinate with the Conference Coordinator to accommodate exhibition and Youth Art Month recognition and announcements at the Annual State Conference (traditionally during the Saturday morning general session)
8. Work with Sargent Art regarding prizes for Art Exhibitions.
9. Submit regular advertisements or articles for the ARTline.

## **Youth Art Month Exhibit Chair**

### **Constitutional Description:**

The Youth Art Month Exhibition (YAM) Chair shall be appointed for an indefinite term, renewed annually, and organize and conduct OAEA's annual exhibition in honor of Youth Art Month. He / she will have a seat on the OAEA Board of Directors.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Student Programming Committee.

### **Duties:**

1. Attend all meetings of the Leadership Assembly.
2. Prepare and distribute all paperwork and documentation involved with submitting students' art work for the YAM exhibition.
3. Inform all regional YAM chairpersons concerning membership / participation rules.
4. Collect all regional art work for the YAM Show.
5. Catalog all eligible artwork.
6. Cooperate with STRS on name tags, hanging procedures, and timelines.
7. Prepare and mail announcements to all participating students, teachers, and administrators.
8. Visually document the entire show for security and historical purposes.
9. Arrange for sharing of the visual images with those involved with the exhibit.
10. Arrange for a reception for all participants of the show.
11. Oversee and preside over the reception for the show.
12. Arrange for a guest speaker, suggested: the OAEA Art Educator of the Year.

13. Coordinate dates, deadlines, and reception plans with the YAM Flag Chair and the Tollifson Art Criticism Open Chair (awards for all of these YAM activities are generally announced at the reception).
14. Coordinate take down dates and return of artwork to participants.
15. Prepare and submit all expense vouchers and receipts to the Art Exhibition Coordinator for approval. They will then be forwarded to the Treasurer for payment if within budget.
16. Cooperate with the Student Programming Chairperson to determine an appropriate budget and planning timeline.
17. Submit post exhibition article for the ARTline.

## **Young People's Art Exhibition Chair**

### **Constitutional Description:**

The Young People's Art Exhibition (YPAE) Chair shall be appointed for an indefinite term, renewed annually, and organize and conduct OAEA's annual exhibition of art work from kindergarten through grade eight. He / she will have a seat on the OAEA Board of Directors.

### **Term of Office:**

Position serves January 1 - December 31.

Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.

Serves on the Student Programming Committee.

### **Duties:**

1. Attend all meetings of the Leadership Assembly.
2. Prepare and distribute all paperwork and documentation involved with submitting students' art work for the YPAE.
3. Inform all regional art exhibition chairpersons concerning membership / participation rules.
4. Collect all regional art work for the YPAE Show.
5. Catalog all eligible artwork.
6. Cooperate with the Rhodes State Office Tower on name tags, hanging procedures, and timelines.
7. Prepare and mail announcements to all participating students, teachers, and administrators.
8. Visually document the entire show for security and historical purposes.
9. Arrange for sharing of the visual images with those involved with the exhibit.
10. Arrange for a reception for all participants of the show.

11. Oversee and preside over the reception for the show.
12. Arrange for a guest speaker, suggested: the OAEA President.
13. Coordinate dates, deadlines, and reception plans with the YAM Exhibition Chair and the Art Exhibition Coordinator.
14. Coordinate take down dates and return of artwork to participants.
15. Prepare and submit all expense vouchers and receipts to the Student Programming Chairperson for approval. They will then be forwarded to the Treasurer for payment if within budget.
16. Cooperate with the Student Programming Chairperson to determine an appropriate budget and planning timeline.
17. Submit post exhibition article for the ARTline.

## **Jerry Tollifson Art Criticism Open Chair**

### **Constitutional Description:**

The Jerry Tollifson Art Criticism Open Chair shall be appointed by the President for an indefinite term, renewed annually, and shall organize and conduct OAEA's annual criticism open. He / she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Student Programming Committee.

### **Duties:**

1. Attend all meetings of the Leadership Assembly.
2. Prepare and distribute all paperwork and documentation involved with submitting students' art criticism writings for the Open.
3. Inform all regional directors concerning membership / participation rules.
4. Collect all written works from students in kindergarten through grade 8.
5. Catalog all eligible art criticism, verifying membership of the participating teachers.
6. Complete all preparations for editing, reading, judging, and timelines.
7. Prepare and mail announcements to all participating students, teachers, and administrators.
8. Submit the winning critical writings to the website for inclusion on the exhibition pages.
9. Cooperate and communicate with the YAM Exhibition Chair so that announcements of winning written work may be made at the YAM Exhibition reception at STRS.
10. Arrange for a reception for all participants of the show.
11. Oversee awarding of certificates to winners at the reception for the YAM show.

12. Coordinate dates, deadlines, and reception plans with the Student Programming Committee.
13. Prepare and submit all expense vouchers and receipts to the Student Programming Chairperson for approval. Vouchers will then be forwarded to the Treasurer for payment if within budget.
14. Cooperate with the Student Programming Chairperson to determine an appropriate budget and planning timeline.
15. Submit post exhibition article for the ARTline.

## **Youth Art Month Flag/ Graphic Design Chair**

### **Constitutional Description:**

The Youth Art Month Flag/ Graphic Design Chair shall be appointed for an indefinite term, renewed annually, and organize and conduct OAEA's annual competition to design a flag in honor of Youth Art Month. He / she will have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Student Programming Committee.

### **Duties:**

1. Attend all meetings of the Leadership Assembly.
2. Prepare and distribute all paperwork and documentation involved with submitting students' flag designs for the YAM Flag competition.
3. Inform all regional YAM chairpersons concerning membership / participation rules.
4. Collect all regional art work for the YAM Flag competition.
5. Catalog all eligible flag designs.
6. Cooperate with STRS on name tags, hanging procedures, and timelines.
7. Prepare and mail announcements to all participating students, teachers, and administrators.
8. Oversee and preside over display of the flag designs and announcement of winners.
9. Coordinate dates, deadlines, and reception plans with the YAM Exhibition Chair and the Tollifson Art Criticism Open Chair (awards for all of these YAM activities are generally announced at the reception).



10. Prepare and submit all expense vouchers and receipts to the Student Programming Chairperson for approval. They will then be forwarded to the Treasurer for payment if within budget.
11. Cooperate with the Student Programming Chairperson to determine an appropriate budget and planning timeline.
12. Submit post exhibition article for the ARTline.

## High School Exhibit Chair

### **Constitutional Description:**

The High School Exhibit Chair shall be appointed for an indefinite term, renewed annually, and organize and conduct OAEA's annual exhibition to highlight the art work of high school students. He / she will have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Student Programming Committee.

### **Duties:**

1. Attend all meetings of the Leadership Assembly.
2. Prepare and distribute all paperwork and documentation involved with submitting students' art work for the High School Art exhibition.
3. Communicate exhibit information with regional high school chairpersons.
4. Collect all regional art work for the High School Art Show.
5. Catalog all eligible artwork.
6. Cooperate with STRS on name tags, hanging procedures, and timelines.
7. Prepare and mail announcements to all participating students, teachers, and administrators.
8. Visually document the entire show for security and historical purposes.
9. Arrange for sharing of the visual images with those involved with the exhibit.
10. Arrange for a reception for all participants of the show.
11. Oversee and preside over the reception for the show.

12. Arrange for a guest speaker, suggested: one of the Vice Presidents of OAEA
13. Coordinate dates, deadlines, and reception plans with the other OAEA sponsored art exhibitions.
14. Coordinate take down dates and return of artwork to participants.
15. Prepare and submit all expense vouchers and receipts to the Student Programming Chairperson for approval. They will then be forwarded to the Treasurer for payment if within budget.
16. Cooperate with the Student Programming Chairperson to determine an appropriate budget and planning timeline.
17. Submit post exhibition article for the ARTline.

## **OAEA Marketing Chair**

### **Constitutional Description:**

The Marketing Chair shall be appointed and may be renewed annually, serve on the State Conference Committee, solicit and coordinate the commercial exhibitors for the State Conference and work with the State Conference Coordinator.

The Marketing Chair shall also oversee the promotion of the OAEA brand and its vision in dealing with vendor partners, and act according to the benefits of the membership and wider Art Education community. The Chair is encouraged to promote new ideas and oversee the implementation of those decisions to expose OAEA partners to a clear understanding of what/who OAEA is.

### **Term of Office:**

Position serves one calendar year, January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the President and may be renewed annually.

### **Serves:**

Leadership Assembly with vote  
State Conference Committee, ex-officio (without vote)

### **Duties:**

1. Serve on the State Conference Committee.
2. Work directly with the Conference Coordinator, Workshop Coordinator and the OAEA Treasurer.
3. Attend all State Conference Meetings and provide reports and updates as needed to local committee.
4. Attend all meetings of the OAEA Leadership Assembly.
5. Solicit and coordinate Commercial Vendors for the Conference's Commercial Exhibit Hall.

6. Maintain current records of payments, debts, booth selection(s), demonstration spaces and correspondence and report information as needed to Coordinator, Treasurer and Workshop Coordinator.
7. Provide current lists of vendors and contact information to Artline and Communications Chair for advertising promotions.
8. Determine and arrange times and location for demonstrations space within the hall and adjacent classroom set-ups for vendors demonstration. Work directly with the selected drapery/decoration/display company to coordinate floor space/plan, arrangement and color selections for drapery (i.e. Fern Expo Co.).
9. Work directly with the selected drapery/decoration/display company to coordinate floor space/plan, arrangement and color selections for drapery (i.e. Fern Expo Co.).
10. Coordinate all correspondence with vendors and decorating company as needed (i.e. lists, receipts, letters, invoices requests, etc.).
11. Set definite deadline dates for printing information and final payments. Coordinate this with Conference and Workshop Coordinators.
12. Coordinate all set-up, dismantling and operation of the Commercial Exhibits Hall. Set opening and closing times and coordinate additional activities within the hall to encourage members to visit Exhibits (i.e. Pre-opening Receptions, Demonstrations, Cash Bar/Cocktail Hour, etc.).
13. Provide a printed list of vendors with booth numbers and vendor contact information for "Conference Bags." Needed by Conference Coordinator the day prior conference opening.
14. Coordinate and collect items for the Exhibitors "Give-Away" at the closing banquet of the Professional Development Conference.
15. Coordinate drawing for a "free vendor booth" at the close of the Exhibit Hall for the next year's Professional Development Conference.
16. Maintain a file of the past 2-3 years of vendors that have participated. Additional contact listings are helpful, including vendors who wish to be notified for the next conference and those not able to attend currently, etc.
17. Send a letter of Thanks to participating vendors each year. Include information, location and contact information for the next Professional Development Conference with anticipated release of information for bookings and reservations.
18. Work with Executive Committee to maintain updated OAEA online store.
19. Upon completion of term of office and tenure, provide all records and files pertaining to the Commercial Exhibits to the next successor.
20. Submit a final conference report to State Conference Coordinator no later than December 1.

## Conference Registrar

### **Constitutional Description:**

The Conference Registrar shall be appointed by the President for an indefinite term, renewed annually, and shall receive, record, and process all conference registrations, record and send all funds received with conference registrations to the Treasurer in a timely fashion. He / she shall communicate statistics to the Conference Coordinator in a timely fashion.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Conference Committee.

### **Duties:**

1. Attends all meetings of the Conference Committee with the local committee in order to update everyone involved with the plans for registration at the conference.
2. Attends all meetings of the Leadership Assembly.
3. Receive all registration materials and organize the participant's choices for workshops, days attending, and meals.
4. Provide registration packets including name badges for all conference participants..
5. Forward all payments to the Treasurer in a timely manner.
6. Forward all membership information to the Membership Chairperson, while filing copies of the forms in the conference registration files.
7. Organize a staff for registration at the conference in order to streamline all registration procedures for participants.
8. Must attend conference and be available during registration.

## **Professional Development Chair**

### **Constitutional Description:**

The Professional Development Chair shall be appointed by the President for an indefinite term, renewed annually, and shall make arrangements for Professional Development credit and / or college credits to be available to members participating in Professional Development activities through the OAEA. He / she shall communicate information concerning professional development credits to the Conference Coordinator and the Leadership Assembly in a timely fashion, in order to inform participants.

### **Term of Office:**

Position serves January 1 - December 31.

Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.

Serves on the Conference Committee.

Serves on the Divisions Committee

### **Duties:**

1. Attends all meetings of the Conference Committee with the local committee in order to update everyone involved with the plans for professional development credits.
2. Attends all meetings of the OAEA Leadership Assembly.
3. Inform the membership and leadership of the professional development credits available through articles in the state newsletter, on the website, and in the conference brochure.
4. Communicate with the credit providing institution in order to organize all details for participants.
5. Work in cooperation with the local Professional Development Chair to provide consistent assistance with the paperwork involved for participants.
6. Attend conference and be available to assist with the process.

7. Participate in the Divisions Committee in order to best understand the needs of each division and how it relates to professional development.
8. Submit articles for the ARTline as needed.

#### Standard PDU Processing

Oversee the requesting and approval of PDU credits for the association. Working in conjunction with the Divisions Committee, review the professional work of the association and make standard PDU credits available to those OAEA members who meet the minimum requirements. Submit PDU request forms to the PSC for approval four times a year during the committee work session.

- Post forms and directions to website
- Forms emailed to Vice President of Divisions 2 days prior to the Leadership Assembly Meeting
- Approvals will be made at Leadership Assembly Meetings
- Approved forms given to Regional Directors at Leadership Assembly Meeting



## Conference Workshop Chair

### **Constitutional Description:**

The Conference Workshop Chair shall be appointed by the President for an indefinite term, renewed annually, and shall work with the Conference coordinator to receive, select, and arrange all workshop activities for the State Conference. He / she shall communicate information concerning workshops and activities to the Conference Coordinator and the Leadership Assembly in a timely fashion, in order to inform participants.

### **Term of Office:**

Position serves January 1 - December 31.  
Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Leadership Assembly with vote.  
Serves on the Conference Committee.

### **Duties:**

1. Attends all meetings of the Conference Committee with the local committee in order to update everyone involved with the plans for workshops.
2. Attends all meetings of the Leadership Assembly.
3. Distribute a call for workshop proposals through the State Newsletter and the OAEA website. Proposal forms for the next conference will also be available by the close of the present conference.
4. Communicate with the conference off site coordinator and the Conference Coordinator in order to determine available workshop space.
5. Communicate receipt / acceptance / rejection of specific workshop proposals to the presenters in a timely fashion.
6. Schedule all workshops with the assistance of the Conference Coordinator.
7. Work with the local Workshop Chair to arrange for presenter check-in, storage of materials, and voucher information at the conference.

## Distinguished Fellows Chair

### Constitutional Description:

The Fellows will elect a chairperson who will serve on the OAEA State Leadership Assembly as a member of the Divisions Committee.

### Term of Office:

Position serves January 1 - December 31.

Two year term

Fellows elect a Chair in an even numbered year.

Term begins in an odd numbered year.

### Requirements to Serve:

OAEA member

Member of the OAEA Distinguished Fellows

### Elected or Appointed:

Elected by the Fellows at their annual meeting at the State Conference

### Serves:

Leadership Assembly with vote

### Duties:

1. Serves on the Division Committee Attends
2. Presides over all OAEA Distinguished Fellows Meetings as well as the Fellows Induction Ceremony.
3. Attends all meetings of the OAEA Leadership Assembly as scheduled.
  - Pre-Conference OAEA Meeting in Columbus (September)
  - Conference Annual Meeting (November) - *Elections*
    - a. *Election of Chair - even number years, term begins odd year*
    - b. *Election of Secretary - odd number years, term begins even year*
    - c. *Quorum is determined by number of OAEA Distinguished Fellows in attendance of said meeting or any other meetings as called by the OAEA President or OAEA Distinguished Fellows Chairperson.*
4. Oversees the Nominations/Screening of Applicants/Voting and Induction Ceremony at the Professional Development Conference for OAEA members who are inducted into the OAEA Distinguished Fellows.

5. Reviews and updates all website forms, membership list and pertinent information annually and as needed.
6. Maintains regular electronic communications with the Distinguished Fellows (at least quarterly). U.S. Mail for those unable to receive information electronically.
7. Submits articles for the ARTline according to the ARTline schedule.
8. Sends out electronic birthday greetings to members.
9. Sends out cards/flowers that pertain to deaths, illness, etc of membership.
10. Conducts votes via electronic email or US mail (ballots) as required by stipulations stated on forms of the OAEA Distinguished Fellows. (*See forms for deadlines on website*)
11. Appointment of Chairperson(s) to the following committees of the OAEA Distinguished Fellows as needed:
  - **Website Liaison** - maintains the website Blog
  - **Conference Donation Coordinator** - at the Professional Development Conference
  - **Review Committee** - coordinates selection process for new Fellows
  - **Symposium Chair** - coordinates the Summer Symposium committee
  - **Conference Contact** - sits on Conference Committee to assist with "Fellows" activities at conference
  - **Chairperson for Awards Reception** - at the annual Professional Development Conference in November

## **ODE Visual Arts Consultant**

### **Constitutional Description:**

The Ohio Department of Education Visual Art Consultant shall serve as liaison between the Association and the Ohio Department of Education.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

Employment with ODE as Arts Consultant

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly without vote  
Observer on the Divisions Committee

### **Duties:**

1. Attends all meetings of the Leadership Assembly.
2. Update Leadership Assembly on matters of the Ohio Department of Education concerning or related to visual arts education.
3. Address the membership at the OAEA Annual Conference on the "State of the Visual Arts" in Ohio, or on other matters concerning visual arts education.
4. Participate on the Divisions Committee for the purposes of goal setting for the committee.

## **Ohio Alliance for Arts Education Representative**

### **Constitutional Description:**

A representative of the Ohio Alliance for Arts Education shall serve as liaison to OAEA.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAAE Executive Director or designee appointed by OAAE President

### **Elected or Appointed:**

Appointed

### **Serves:**

Leadership Assembly without vote  
Collaborates with the PR Advocacy Committee in all aspects of their work.

### **Duties:**

1. Attends all meetings of the Leadership Assembly.
2. Update Leadership Assembly on advocacy matters / issues concerning or related to visual arts education.
3. Participate on the PR Advocacy Committee for the purposes of goal setting and collaborative year round work to increase advocacy communications and programming.
4. Coordinate the Statehouse Exhibit with the Vice President of Advocacy and the PR Advocacy Committee.
4. Provide information and support to the OAEA Executive Committee when requested.
5. Provides updates and information from OAEA to the Ohio Alliance for Arts Education.

## **Interest Group Chair**

### **Constitutional Description:**

The Interest Group Chair shall be appointed and may be renewed annually, serves on the Leadership Assembly, solicits and coordinates members who have a shared interest in an area of Art Education. The Interest Group Chair shall also oversee the promotion of the interest group, as it relates to the OAEA brand and its vision and act according to the benefits of the membership and wider Art Education community. The Chair is encouraged to promote new ideas and oversee the implementation of those decisions to expose OAEA members to a clear understanding of the topic as it advances the field of Art Education.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Attend Leadership Assembly Meeting
2. Serve on the State Professional Standards Committee
3. Update your website page and roster.
4. Create workshop proposal for Conference that relates to your interest group due before the May 1 deadline.
5. Encourage other presenters for Conference related to your interest group.

### **Prepare for Conference:**

- Serve on the Professional Standards Committee
- Keep records of all meetings and correspondence

- If you are outgoing, tidy up your emails and drive for the next chair
- Attend New Leadership Orientation Meeting when applicable
- Send out interesting article or info on FB or other social media
- Send out email to members of the interest group encouraging them to present at conference
- Promote workshops offered in the conference booklet that relate to your interest group

## **State Conference Committee Local Chair**

### **Constitutional Description:**

The State Conference Committee Local Chair shall be appointed for a yearly term, and will be responsible to coordinate the annual state conference under the guidance of the State Conference Coordinator with the assistance of the Conference Committee. He / she shall sit on the Leadership Assembly with vote.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed by the President.

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Set meeting schedule with Local Planning Committee and State Conference Coordinator
2. Keep the State Conference Coordinator informed of all local plans on a regular basis via email or by phone.
3. Attend the OAEA Leadership Assembly Meetings.



4. Secure committee chairpersons and assist them in forming their committees.
5. Act as a communications link between all committee members.
6. Supervise assigned committee's activities and be available for trouble-shooting.
7. Introduce and thank all local committee members at the closing conference session.
8. Assist the State Conference Coordinator in the collection of the handbooks and final reports at the close of Conference
9. Write final report and return handbook to the State Conference Coordinator at the close of Conference
10. Submit all expense vouchers with required documentation to the State Conference Coordinator by November 30.
11. Write thank you notes to the local planning committee chairpersons.

## **Booklet Chair**

### **Constitutional Description:**

Booklet Chair shall be appointed by the President for an indefinite term, renewed annually, and shall distribute a call for workshops for the OAEA annual conference, organize proposals for evaluation, create a workshop schedule, and set up and maintain the OAEA conference booklet with current workshop information as appropriate. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member.

### **Elected or Appointed:**

Appointed by the President.

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Attend all meetings of the Conference Committee with the local committee in order to update everyone involved with the plans for workshops.
2. Attend all meetings of the OAEA Leadership Assembly.
3. Edit and update workshop proposal forms and arranges for their submission to the website and to the online proposal form.
4. Distribute a call for workshop proposals through the Artline Newsletter, Constant Contact and the OAEA website. Proposal forms should be available online and via the website from February 1<sup>st</sup>-May 1<sup>st</sup>.

5. Organize proposals for review at the May meeting. Proposals will be reviewed by the Professional Standards Committee
6. Communicate with the local workshop chair and the Conference Coordinator in order to determine available workshop space.
7. Communicate receipt / acceptance / rejection of specific workshop proposals to the presenters in a timely fashion.
8. Create a workshop schedule with assistance of the Conference Coordinator.
9. Work with the local Workshop Chair to arrange for presenter check-in, storage of materials, and voucher information at the conference.
10. Submit a final conference report to State Conference Coordinator no later than December 1.

## **Grant Writer**

### **Constitutional Description:**

*(Previously Approved Dec. 2019) The Grant Writer shall be appointed by the President for an indefinite term, renewed annually, and shall seek grant opportunities, set up and maintain grant information in process, adhere to timelines and requirements of each individual grant, and will work closely throughout the grant writing process with the Treasurer. He/ she shall have a seat on the Leadership Assembly.*

Approved By Executive Committee Jan, 2021:

It is the responsibility of the Grant Writer to pursue, prepare and administer grants for the benefit of the organization.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote

Serves on the Conference Committee and also supports other organizational areas as relevant.

### **Duties:**

1. It is the responsibility of the Grant Writer to research, write and coordinate the grant application process; manage proposals and maintain a donor database for grants for the benefit of the organization as directed by the Executive Committee.
2. Research grants applicable to nonprofit organizations in visual art education through professional development, student programming, general membership

opportunities, organizational support and leadership development as directed by the Executive Committee.

3. Coordinate grant activities as project manager to adhere to the timelines and requirements of the individual grant including collecting appropriate official documentation, reports and closeout documentation.
4. Research and pursue libraries and databases that would contain information about available grants.
5. Maintain a proactive and positive relationship with grantors through phone and email correspondence.
6. Work with the conference timeline as well as an open timeline for other initiatives.
7. Maintain communication through phone and email with the Treasurer to insure proper financial reporting and fiscal management.
8. Attend quarterly Leadership Assembly meetings.

## **Speakers Chair**

### **Constitutional Description:**

The Speaker's Chair shall be appointed by the President for an indefinite term, renewed annually, and shall research and contact speakers for the annual OAEA Conference, create both a working and a final budget for speakers based on available funds, prepare contracts for speakers, and promote featured speakers. He/ she will work closely with the State Conference Coordinator and will sit on the State Conference Committee. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Secure Speaker committee members
2. Research speakers.
3. Contact possible speakers for available dates and obtain costs involved
4. Attend all Local Committee Meetings.
5. Coordinate slate of possibilities including a working budget (transportation, food, payment) and submit to the State Conference Coordinator for approval by the February Executive Committee Meeting.

6. Get speaker information on the OAEA Website by March.
7. Prepare a final budget sheet for approved speakers.
8. Submit bios and examples of work for the chosen speakers to the State Conference Coordinator no later than March 30<sup>th</sup>. Coordinate effort with PR Chair.
9. Promote speakers in Artline's Spring issue with biographical information and examples of their work
10. Prepare and send contracts for the chosen speakers. Arrange for State Coordinator's signature prior to mailing contracts by May 1<sup>st</sup>.
11. Submit signage requests to the Signage Chairperson.
12. Make transportation arrangements for speakers staying within budget.
13. Contact with speakers for Audio Visual needs and relay those needs onto the AV Chairperson. Get back-up copies of visuals to be used in presentations
14. At Conference
  - Supervise assigned committee's activities
  - Maintain contact with the Local and State Conference Coordinators and AV Chairperson
    - Be present to prepare Conference registration bags the evening before the Conference.
    - Make sure speakers receive necessary transportation to and from events.
    - Host speakers. Introduce them to the OAEA President, AV Chair, and State Conference Coordinator.
    - Arrange sound and visual test with AV Chair and speakers prior to presentations.
  - Post Conference
    - Write thank you notes to all committee members
    - Submit all expense vouchers with required documentation to the State Conference Coordinator by November 30.
    - Write final report and return handbook to the State Conference Coordinator at the close of Conference (reports no later than 10 calendar days from the close)

## **OnSite Chair**

### **Constitutional Description:**

The OnSite Chair shall be appointed by the President for an indefinite term, renewed annually, and shall research room appropriateness based on need for the annual OAEA Conference, alleviate scheduling conflicts, and answer questions related to conference as necessary. He/ she will work closely with the State Conference Coordinator and will sit on the State Conference Committee. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote.

### **Duties:**

1. Attend State/Local Conference meeting on site; work with Conference Coordinator which rooms best for hands on & ticketed workshops.
2. Obtain overall list of Award Winners from Awards Chair to alleviate scheduling conflicts with presenters getting an award.
3. Continually check email to answer questions relating to Conference
4. Travel to conference site; help prepare tote bags for attendees and ready presenter check in space.



5. Write final conference report and submit to Conference Coordinator.

## **Forms Chair**

### **Constitutional Description:**

The Forms Chair shall be appointed by the President for an indefinite term, renewed annually, and shall work with Executive Committee Members, OAEA Chairs, and The Foundation to create forms needed for grants, scholarships, registrations, proposals and awards as needed. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Email Chairs as appropriate to ascertain needs with regards to form creation.
  - Higher Ed /form for scholarship
  - Foundation / form for Teacher Enrichment Grant
  - Foundation / form for Teacher Incentive Grant
  - Foundation / Teacher as Artist form
  - Foundation / Scholarship Form
  - Summer Symposium Chair / form for registration
  - Conference Coordinator / registration form
  - President / House of Representatives Show form

- Membership Chair / Membership forms
  - Awards Chair / forms for award nominations
  - YAM, YAM Flag, YPAE, JTACO / forms for entries
  - Others as applicable
- 
2. Build Conference proposal forms and send to the workshop chair.
  3. Create a Ballot for Art Educator of the Year.
  4. Update forms being reused from previous years where possible.
  6. Get all forms are approved by appropriate chair.
  7. Make sure that applicable ballots and forms have links posted on the website.
  8. Test all links to be sure they are in working order.

## **Website Editor**

### **Constitutional Description:**

The Website Editor shall be appointed by the President for an indefinite term, renewed annually, and shall browse saved files of the OAEA website content and delete ones which are outdated, and browse the OAEA website for outdated info and contact appropriate leaders to send you the new information at the request of the Website Chair. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote.

### **Duties:**

1. Delete outdated notices from OAEA including its events, publications and partner organizations (Ohio Arts Council, NAEA, etc.) in order to make room for new content.
2. Erase deadlines which have passed, including those for Conference, YAM/YPAE and other exhibitions, Teacher Incentive Grants, and Awards deadlines.
3. Update or remove links as needed for Conference, workshop proposals, exhibitions, Teacher Incentive Grants, and Summer Symposium.

4. Eliminate outdated work from exhibitions, including YAM Flag winners and other YAM/YPAE work, Governor's Scholarships and winners, and any other exhibited works.
5. Change messages when they need to be updated (i.e. Proposals which go from 'open' to 'closed')
6. Work with the Website Chair to determine other items to be modified/ deleted as needed.
7. Attend Leadership Assembly meetings.

## **Email / Social Media Chair**

### **Constitutional Description:**

The Email/ Social Media Chair shall be appointed by the President for an indefinite term, renewed annually, and shall work to keep members abreast of membership opportunities through timely posts on various social media platforms. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

### **Serves:**

Leadership Assembly with vote

### **Duties:**

1. Request info from various coordinators and Chairs within the OAEA organization to ascertain their social media needs.
2. Send out eblasts including notices and/or deadlines over email and a variety of different platforms (Facebook, Instagram, etc.).
3. Request articles for social media from all Leadership Assembly chairs.
4. Post interesting art education advocacy articles on social media (Facebook, Twitter, etc.)
5. Promote Conference and Summer Symposium at appropriate times throughout the year.

6. Attend Leadership assembly meetings.

## **House of Representatives Exhibit Chair**

### **Constitutional Description:**

The House of Representatives Exhibit Chair shall be appointed by the President for an indefinite term, renewed annually, shall work with the Ohio Arts Council while updating letters to invite participation, choosing list of art teachers for each district, and organizing reception dates and times. He/ she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

### **Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

**Serves:**

Leadership Assembly with vote

**Duties:**

1. **Attend Leadership Assembly meetings**
2. **Coordinate with Ohio Arts Council for reception.**
3. **Notify all students and teachers of reception dates and times**
4. **Return art from previous year**
5. **Plan reception for all participants of the show with OAC.**
6. **Prepare refreshments for reception**
7. **Remind students and teachers about reception date and times.**
8. **Get RSVPs.**
9. **Attend reception at Riffe building**
10. **Update letters to invite participation to go through OAC and choose list of art teachers for each district. Create a spreadsheet of contact info.**
11. **Attend Conference.**



## **Website Chair**

### **Constitutional Description:**

The Website Chair shall be appointed by the President for an indefinite term, renewed annually, and shall add informative content to the OAEA website including announcements, needed forms, and links to more information, as well as maintaining a digital directory of the Leadership Assembly. He/she shall have a seat on the Leadership Assembly.

### **Term of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

**Elected or Appointed:**

Appointed to the Leadership Assembly by the OAEA President

**Serves:**

Leadership Assembly with vote

**Duties:**

1. Attend Leadership Assembly Meetings.
2. Email Leadership Assembly members for new directory photos and update digital directory.
3. Get any division updates from the Past President and post them to the website.
4. Work with Conference Coordinator to gather and post information about conference proposals.
5. Work with Summer Symposium Chair to get link to Summer Symposium registration form and for info to post on homepage to remind members to sign up for SS.
6. Request YAM exhibit info and post reception dates and times on website.
7. Post Leadership Assembly meeting agenda on Board members' webpage.
8. Add current .pdf of ARTline to website.

9. Post notices from OAEA including its events, publications and partner organizations (Ohio Arts Council, NAEA, etc.).
10. Post deadlines including those for Conference, YAM/YPAE and other exhibitions, Teacher Incentive Grants, and Awards.
11. Add links as needed for Conference, workshop proposals, exhibitions, Teacher Incentive Grants, and Summer Symposium.
12. Post work from exhibitions, including YAM Flag winners and other YAM/YPAE work, Governor's Scholarships and winners, and other OAEA exhibited works.
13. Collaborate with the Website Editor to determine other items to be modified/ deleted as needed.
14. Work with OAEA Chairs to post other information as may become necessary.