

# President

## Constitutional Description:

It shall be the duty of the President to preside at all meetings of the Executive Committee, the Board, 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 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.

## Terms of Office:

Elected by the OAEA Active membership as President-Elect.

Can serve no more than two consecutive terms.

President-Elect: 1 year

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 Board of Directors 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.

Board of Directors with vote.

## Duties:

The President shall receive the minutes of previous meetings and shall call Executive Committee, Board of Directors, 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. Terms of office and descriptions for each appointment are covered more fully within the Constitution and the Prevailing Procedures. These appointments may include:

- Parliamentarian
- Membership Chair
- Conference Coordinator
- Commercial Exhibits Coordinator
- State Conference Registrar
- State Awards Chair
- Technology Chair / Website
- ARTline Editor
- OAEA Journal Editor
- Historian
- YPAE Chair
- YAM Show Chair
- YAM Coordinator
- YAM Flag Design Chair
- HS Art Show Chair
- Jerry Tollifson Art Criticism Open Chair
- Nominations/Election Committee (2 members plus Immediate Past President as Chair)
- Conference Committee (to include the State Conference Coordinator as Chair, Local Conference Chairperson, OAEA Treasurer, Commercial Exhibits Manager, State Conference Registrar, State Workshop Chair, Professional Development Chair)
- Coordinator of specific Professional Development activities, per recommendation of the Professional Standards Committee
- Appointments for Special Committees or Projects

### **Association Annual Conference:**

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

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

The President shall introduce all major session speakers, guests, visitors, performers, and organizations. The Speakers and Entertainment Committee Chairperson shall provide the President with appropriate resumes or publicity at least ONE WEEK BEFORE CONFERENCE. 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 special Executive Committee, Board of Directors, 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.

The President will assume position of Conference Coordinator as Past President. During the Presidential term, he/she will solicit hotel and convention center contracts for the years he/she will be Conference Coordinator. These contracts will be presented to the Executive Committee for approval.

### **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 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 PRESIDENT: Past President receives plaque or gift of recognition at conclusion of term; value to be no more than \$50.00 (1977 Board action) to be presented by the new President.

**Summation:**

More specific responsibilities are outlined in the OAEA By-Laws/Constitution 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 Board.

## Terms of Office:

Elected by the OAEA Active membership.

President-Elect: 1 year

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 Board of Directors 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 odd-numbered year. Serves as President-Elect in even numbered year.

## Serves:

Executive Committee with vote.

Board of Directors with vote.

## Duties:

1. Attend Executive Committee and Board of Director meetings as a voting member.
2. Sit ex-officio on Professional Standards Committee.
3. Be a member of NAEA.
4. Represent Ohio on the NAEA Delegates Assembly at the annual national conference with the President of OAEA. (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 First Vice President, then Second Vice President, Treasurer, Secretary, Elected Board 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 Board 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 Board.
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 conference coordinator to be included in the conference brochure.
12. The President-elect will give a gift of appreciation of up to \$50.00 to the outgoing President at the annual conference during a dinner function.

## Past President

### General Description:

It shall be the duty of the Past President to serve as Coordinator of the State Divisions, as Executive Committee liaison to the Professional Standards Committee, Chair the Nominations / Elections Committee and serve as State Conference Coordinator.

### Terms 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: 1 year                      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 Board of Directors 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 odd-numbered year.

### Serves:

Executive Committee with vote.

Board of Directors with vote.

Board of the Ohio Art Education Foundation with vote.

State Conference Coordinator

### Duties:

1. Attend all Executive Committee and Board of Directors meetings as voting member.
2. Serve as the representative of the Executive Committee and chair of the Professional Standards Committee. (See Constitution and Prevailing Procedures under Professional Standards Committee).
3. Advise the new President 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 President.
6. Represent Ohio on the NAEA Delegates Assembly at the NAEA Annual conference (when there is not an OAEA President-Elect) with the President.
7. The Past President shall submit an annual report to be included in the Conference Program Book.
8. The Past President shall 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.
9. Past President shall serve as the State Conference Coordinator working in close communication with the Local Conference Committee Coordinator. (See Policy Concerning State Conference Coordinator in Prevailing Procedures and Conference Coordinator Handbook).

## **First Vice President**

### **Constitutional Description:**

It shall be the duty of the First Vice president to assume the duties of the President in the event the President is unable to serve and to serve as Coordinator of the Regional directors and activities of the Regions.

### **Terms 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 First Vice President's term and the OAEA President's term 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.

Board of Directors with vote.

### **Duties:**

The First Vice President shall encourage and facilitate communication among regions. The First Vice President is responsible for voicing regional concerns to the Executive Committee and reporting Executive Committee decisions to the membership through the Regional Directors. The First Vice President 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. A handbook for the First Vice President and the Regional Directors is available: "Everything You Always Wanted to Know About Being a Regional Director. . ."

### **The First Vice president shall:**

1. Assume the duties of the President in his / her absence.
2. Attend all Executive Committee and Board of Directors meetings (Friday P.M. and Saturday).
3. Prepare / distribute agendas and direct meetings with the Regional Directors prior to the Board of Directors 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 Board 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 Conference Coordinator).
8. Contact the Conference Coordinator 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 Board of Directors 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. First Vice President 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.



## Second Vice President

### Constitutional Description:

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

### Terms 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.

Board of Directors with vote.

### Duties:

1. Attend all Executive Committee and Board of Directors meetings (Friday P.M. and Saturday afternoon).
2. Prepare / distribute agendas and direct meetings with the Regional PR/Advocacy Committee prior to the Board of Directors 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 May to collect outstanding art teacher materials (to be given to the Awards Chair)
  - 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 Board 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 Board of Directors.
  - 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 Conference coordinator to arrange display space for the regional PR displays at the conference.
9. Submit, to the Conference Coordinator, an annual report to be included in the Conference Brochure.
10. Gather and report attendance of Regional PR / Advocacy Chairs for the Board of Directors Meetings to the President.
11. Submit to the archives all meeting agendas, minutes of PR meetings, and other items distributed in the name of the Association.

# 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 Board of Directors; 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.

## Terms 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 the 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 year

## Serves:

Executive Committee with vote.

Board of Directors 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 Conference Coordinator. 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, Board of Directors, Conference Committee, and the OAE Foundation.
  9. Prepare written or verbal financial summaries for all meetings of the Executive Committee and / or Board of Directors.
  10. Submit, to the Conference Coordinator, 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.
- Periodically communicate with the First Vice President on the status of the Regional Subsidy Accounts, with the Publications Editors on these accounts, with the Conference Coordinator 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 checking account.
  17. Balance and coordinate credit cards for Conference Coordinator, 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.

### **Terms 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.

Board of Directors with vote.

### **Duties:**

1. Attend all Executive Committee and Board of Directors meetings as a voting member. Record minutes of all Executive Committee and Board of Directors 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 Board of Directors 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 Conference Coordinator, an annual report to be included in the Conference Brochure. The annual report from the Secretary is the previous conference business meeting minutes.
8. Receive, disburse, and document usage of OAEA stationary as requested and required by members of the Executive Committee, Board of Directors, Conference Committee, or others working specifically with, or for the OAEA membership.
9. Maintain and organize the OAEA archives along with the OAEA Historian. See the Prevailing Procedures for items to be stored in the archives.
10. Track meeting attendance of Board Members.
11. Create and provide name tents for board members at board meetings for clear identification/recognition.

## Elected Board Member

### **Constitutional Description:**

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

### **Term of Office:**

Elected by a plurality of votes at each January meeting of the Board of Directors. He / she will assume the duties of the office immediately and will attend with vote the "Recess meeting" (if called) of the Executive Committee (immediately following each meeting of the Board of Directors). Term of office begins with election and runs through the Executive Committee meeting on the Friday evening prior to the January meeting of the Board of Directors.

### **Requirements to Serve:**

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

### **Elected or Appointed:**

Elected Board Member is elected by a plurality of votes from voting members of the Board of Directors.

### **Serves:**

Executive Committee with vote.  
Board of Directors with vote.

### **Duties:**

1. Represent the Board of Directors as their elected member on the Executive Committee.
2. Attend all Executive Committee meetings as called by the President.
3. Have a vote on the Executive Committee.
4. Attend the annual Fall Conference.
5. Assist with duties assigned by the President.
6. Provide lunch for Board meetings (March, May, September and January) is the responsibility of the Elected Board Member. A voucher / receipt not to exceed a reasonable amount will be submitted by the elected Board member to cover the cost of the Board meeting luncheon.
7. Serve for a term of one year beginning with the March Executive Committee meeting and ending with the January Board meeting.

# 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.

## Terms 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.

Board of Directors without vote.

Member, Nominations Committee

## 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 OAEA "blue book".
7. Be responsible for the updating, passing out, signing and collecting of the yearly Board Agreements at the January meeting.
8. Annually update and distribute the OAEA board roster.
9. Provide assistance to the Nominations Committee.



## Membership Coordinator

### **Constitutional Description:**

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

### **Terms 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.

Board of Directors 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 Technology Chair.
3. Maintain a current membership list, database and archive.
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.
6. Attend all Executive Committee and Board meetings.
7. Treasurer will receive rebate printouts from OEA and forward all membership forms to the Membership Chair.
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 Conference Coordinator, an annual report to be included in the Conference Brochure.
13. Chair the Circa Society.

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.

## State Conference Coordinator

### Constitutional Description:

The Past President will serve as Conference Coordinator and will manage, 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 Commercial Exhibits Manager, State Conference Registrar, State Workshops Chair, State Professional Development Chair and Treasurer, and upon approval of the Executive Committee shall secure sites for the annual conference at least two years in advance.

### Terms of Office:

Position serves January 1 - December 31, during Past President's term. Final action for the year by the Conference Coordinator is submission of the Conference final report for the previous November conference at the December Executive Committee meeting.

### Requirements to Serve:

Past President and OAEA member

### Elected or Appointed:

Elected as President and serves as Coordinator during Past Presidential term.

### Serves:

Executive Committee with (Past President's) vote.  
Board of Directors with vote.

### Duties:

1. Attend all Executive Committee meetings, Board Meetings and Local Planning Committee Meetings.
2. Oversee all aspects of the annual state conference (pre - during - post).
3. Make all conference reports to the Executive Committee.
4. Answer all general public correspondence regarding conference.
5. Act as liaison between hotel and conference committee.
6. Act as "finance director" for all conference related budget and expenses.
7. Determine number of items to be printed based on previous year's needs.
8. Meet with Commercial Exhibitions Manager to help secure site.
9. Oversee all news releases to the OAEA Newsletter.
10. Compile and condense chairpersons' reports for final conference synopsis.
11. Write and duplicate conference evaluation and suggestion form for distribution at conference.
12. Collect, revise & distribute Conference Committee Handbooks.
13. Submit to OAEA Executive Committee and Board written reports on the annual conference by January meeting.
14. Select sites, negotiate contracts and finalize all details for future conferences.
15. Organize all reports and information included in the conference registration folders.
16. Submit an annual report (an overview of the previous year's conference) to be included in the Conference Brochure.
17. Submit reports and statistics of conference to be included in the OAEA archives.
18. Consult and revise (as necessary) State Conference Coordinator's Handbook.

## Ohio Art Education Foundation President

### **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.

### **Terms 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 Board of Directors with vote

### **Duties:**

1. Attend all meetings of the OAEA Executive Committee and Board of Directors.
2. Communications between the OAEA and the OAE Foundation will be maintained in writing through 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. Call an annual meeting of the OAE Foundation Trustees.

## Regional Director

### **Constitutional Description:**

The regions shall be the same as the nine 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, East 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.

### **Terms 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 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:**

Board of Directors 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 Representative

Appointments for additional positions can be made as needed. This might include:

- Regional Newsletter Editor
- Historian
- Award Chairperson
- County Contacts

2. Submit to the First Vice-President 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 First Vice-President. These occur immediately preceding the Board of Directors meetings and at the annual conference.

4. Attend all Board of Directors meetings (approximately four times a year).. If absent, the Regional Director-Elect may represent the region.

5. Submit to the First Vice-President 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 First Vice-President 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 voucher submitted by November 30 or forfeited.

8. Local fundraising at the annual conference will be shared 50 / 50 between the local committee and the Board of OAEA. All regional fundraising monies will be carried over for one year after conference. If not spent by the region, the funds will be forfeited.

9. Submit regional news for publication in the State Newsletter at each meeting of the Board of Directors.

10. Submit at least one "Teacher Feature" (if applicable) to the State Newsletter during term in office.

11. Conduct planning meetings with regional officers as needed. Two meetings per year are suggested. Information gathered at the Board of Directors meeting should be presented.

12. Oversee Regional Workshop planning. Ideas from successful workshops should be shared with other regions.

13. Oversee the printing and mailing or emailing of Regional Newsletters. Four per year are suggested. Newsletters are distributed to the regional membership, the eight other Regional Directors, 5 copies to the First Vice-President (for the OAEA archives), and members of the OAEA Executive Committee.

14. 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.
15. 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.
16. Conduct election and balloting for the Outstanding Art Teacher (OAT) awards for the region. Collect all paperwork and documentation concerning the awards.
17. Oversee and provide needed documentation concerning all awards, including OAT for the region, to the OAEA Awards Chairperson.
18. Oversee return and distribution of student art work from OAEA sponsored exhibitions.

## **Advocacy / Public Relations Chairperson**

### **Constitutional Description:**

The regions shall be the same as the nine 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.

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

### **Terms 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 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 terms 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:**

Board of Directors with vote.

### **Duties:**

More specific descriptions are available in the handbook for Regional Directors, especially a division of duties involving the Annual State 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 Second Vice-President (usually preceding the meeting of the OAEA Board of Directors). Another regional officer may attend in their absence.
6. Attend all Board 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 Second Vice-President and will be present at Fall conference to set up the display for the duration of the conference.
10. Work with the Regional Director to provide a regional banner for display at the State Conference. The regional banner can be changed and redesigned at any time at the joint discretion of the RD and the PR Officers.
11. The PR Chairs will assume various projects that promote the arts such as displaying advocacy pieces at other conferences, etc.

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

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

### **Terms 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:**

Board of Directors without vote

Collaborates with the PR Advocacy Committee in all aspects of their work.

### **Duties:**

1. Attends all meetings of the Board of Directors.
2. Updates OAEA Board on advocacy matters / issues concerning or related to visual arts education.
3. Participates on the PR Advocacy Committee for the purposes of goal setting and collaborative year round work to increase advocacy communications and programming.
4. Provides information and support to the OAEA Executive Committee when requested.
5. Provides updates and information from OAEA to the Ohio Alliance for Arts Education.
6. Advises Executive Committee on strategic plan revisions.

## Professional Standards Committee

### 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 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

#### **Terms 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:**

Board of Directors with vote.

Professional Standards Committee with vote.

#### **Duties:**

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 Elementary 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 representing the elementary art teachers of the OAEA and keep members informed of exhibition activities.

8. Identify and act upon 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 elementary teachers.
11. Maintain an active division roster.

## Higher Education 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, Supervision, Higher Education, and Retired Educator Division Chairpersons shall take place during odd-numbered years.

### **Terms 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 by a plurality of votes cast in odd numbered year 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 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 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 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 Division Meeting at the Annual State Conference. Update divisional roster information at conference and give to the Immediate Past President. 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. Identify and act upon 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 in Ohio.
14. Serve as the Chairperson of the Scholarship Committee. Procedures for the Scholarship Committee are under "Prevailing Procedures: XL. Scholarships."

## **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 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### **Terms 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:**

Board of Directors with vote.

Professional Standards Committee with vote.

### **Duties:**

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 Middle Level 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 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 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 middle level and junior high teachers.
11. Maintain an active division roster.



## 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 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### **Terms 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:**

Board of Directors with vote.

Professional Standards Committee with vote.

### **Duties:**

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 Museum 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 even numbered years.
7. Identify and act upon concerns of divisional members making recommendations to the Board and Professional Standards Committee.
8. 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.
9. Promote membership and participation in OAEA among museum art educators.

10. 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 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### **Terms 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:**

Board of Directors with vote.

Professional Standards Committee with vote.

### **Duties:**

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 Secondary 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 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 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 secondary teachers.
11. Maintain an active division roster.

## Student 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### **Terms 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 Student 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 even numbered year by members of the Division at the Annual State Conference.

### **Serves:**

Board of Directors with vote.

Professional Standards Committee with vote.

### **Duties:**

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 Student 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, reflecting what art education students are doing and their interests / needs.
6. Conduct elections for Divisional Chairperson and Chairperson-Elect to serve for two years. The election shall take place during even numbered years.

7. Identify and act upon concerns of divisional members making recommendations to the Board and Professional Standards Committee.
8. 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.
9. Promote membership and participation in OAEA among students of art education.
10. Maintain an active division roster and communicate with the membership chair.
11. Maintain close communications with those in charge of OAEA sponsored art exhibitions representing the students of OAEA and keep members informed of exhibition activities.

## **Supervision/Policy/Administration 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### **Terms 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:**

Board of Directors with vote.

Professional Standards Committee with vote.

### **Duties:**

The perceived goals of the Supervision/Policy/Administration Division Chairperson are to represent and inform the body of art educators with regards to supervision in education. This is seen as a cyclical movement of information and ideas exchange to better the goals and purposes of the OAEA.

The Supervision / Administration 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 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. Responsibly represent the Supervision Division members in decisions that affect them, notifying them of decisions made in a timely fashion.
8. Identify and act upon 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 art educators within supervision.
11. Maintain an active division roster.



## Retired 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, Supervision, Higher Education, and Retired Educator division Chairpersons shall take place during odd-numbered years.

### Terms 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:

Board of Directors with vote.

Professional Standards Committee with vote.

### Duties:

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 Retired 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. Identify and act upon concerns of divisional members making recommendations to the Board and Professional Standards Committee.
8. 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.
9. Promote membership and participation in OAEA among retired art educators.

10. Maintain an active division roster.

## National Board Certified Teacher Chair

### **Constitutional Description:**

The Chairperson representing the National Board Certified Art Teachers in Ohio shall be appointed by the President for an indefinite term, renewed annually and shall serve as liaison in matters related to National Board Certification and shall have a seat on the Board of Directors. National Board Certified Teacher sits on the Professional Standards Committee.

### **Terms of Office:**

Position serves January 1 - December 31.

Indefinite term, renewed annually

### **Requirements to Serve:**

OAEA member

National Board Certified Teacher in Visual Art

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Board of Directors with vote

Professional Standards Committee with vote.

### **Duties:**

1. Attends all meetings of the Board of Directors.
2. Attends all meetings of the Professional Standards Committee.
3. Consults and cooperates with the President on setting meeting dates / times, and on special projects relating to National Board Certification.
4. Inform the Board of Directors on concerns of National Board Certification in Visual Art.
5. Submit regular articles concerning National Board Certification for OAEA Artline Newsletter and follow submission requirements (See Artline Info Sheet) to the editor by the deadline for each issue.
6. Work to involve the National Board Certified Teachers in Visual Art with OAEA.

## State Professional Development Chair

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 Board of Directors in a timely fashion, in order to inform participants. The Professional Development Chair will serve on the Professional Standards Committee as well as the Conference Committee.

### Terms 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:

Board of Directors with vote.

Serves on the Conference Committee.

Serves on the Professional Standards 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 Board of Directors.
3. Inform the membership 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 Professional Development process.
7. Provide contact hour certificates for all Board Meetings.
8. Participate in the Professional Standards Committee during the AM sessions of the Board of Directors Meetings.
9. Build partnerships with other organizations, associations, businesses, colleges, etc. to collaborate on professional development opportunities for membership.

### Standard PDU Processing

Oversee the requesting and approval of PDU credits for the association. Working in conjunction with the Professional Standards 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 Professional Development Chair 2 days prior to Board Meeting.  
Approvals will be made at State Board Meetings.  
Approved forms giving to Regional Directors at State Board Meeting.

**Theory to Practice Lecture Series (Operation Pending)**

- Work with Professional Standards Committee to solicit, screen and invite speakers to participate in the Theory to Practice Lecture Series.
- Invite Speakers.
- Advertise initiative in ARTline, Constant Contact and on the OAEA website.
- Assess quality and relevance of lectures, report findings to Professional Standards Committee.

## Ohio Dept. of Education Representative

### **Constitutional Description:**

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

### **Terms of Office:**

Position serves January 1 - December 31.

### **Requirements to Serve:**

OAEA member

Employment with ODE as Visual Arts Consultant

### **Elected or Appointed:**

Appointed to the Board by the OAEA President

### **Serves:**

Board of Directors without vote

Observer on the Professional Standards Committee

### **Duties:**

1. Attends all meetings of the Board of Directors.
2. Update OAEA Board 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 Professional Standards Committee for the purposes of goal setting for the committee.

# Conference Committee

## Awards Chairperson

### **Constitutional Description:**

The Awards Chairperson shall be appointed by the President for an indefinite term, renewed annually, shall organize the awards program as designated the Executive Officers.

### **Terms 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:**

Board of Directors with vote

### **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)

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 on 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.
6. Submit a final conference report to State Conference Coordinator no later than December 1.

## Commercial Exhibits Manager

### **Constitutional Description:**

The Commercial Exhibits Manager shall be appointed for an indefinite term which is renewed annually. The Manager shall serve on the Professional Development Conference Committee, the Professional Standards Committee, coordinate all Commercial Exhibits and Demonstration/Classroom Space for vendors, maintain current files and work directly with the treasurer, Workshop and Conference Coordinators.

### **Terms of Office:**

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

### **Requirements to Serve:**

Must be a member of the OAEA. Previous knowledge or a mandatory "shadowing" of the position is recommended.

### **Elected or Appointed:**

Appointed by the OAEA President

### **Serves:**

Board of Directors with one (1) vote and serves on the Professional Development Conference Committee

### **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 Board of Directors.
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 Constant Contact and Website Coordinator for advertising promotions.
8. Determine and arrange times and location for demonstrations space within the hall and adjacent classroom set-ups for vendors demonstration. NOTE: Proposals for workshops/demonstrations notifications go directly through the Exhibits Manager. Proposals do not go through Professional Standards Committee.
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, dismantle 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 to 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 vendors 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. Upon completion of term of office and tenure, provide all records and files pertaining to the Commercial Exhibits to the next successor.
19. 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 track and communicate yearly conference numbers and statistics to the Conference Coordinator in a timely fashion.

### **Terms 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:**

Board of Directors 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 OAEA Board of Directors.
3. Works with Conference Coordinator and Website Coordinator to make sure online registration systems are functioning properly prior to and during registration.
4. Receives all (online and mail in) registration materials and organize the participant's choices for workshops, days attending, and meals.
5. Provide registration packets including name badges for all conference participants.
6. Forward all payments to the Treasurer in a timely manner.
7. Forward all membership information to the Membership Chairperson, while filing copies of the forms in the conference registration files.
8. Organize a staff for registration at the conference in order to streamline all registration procedures for participants.
9. Must attend conference and be available during registration hours.
10. Keeps a running record of annual conference data and numbers.
11. Submit a final conference report to State Conference Coordinator no later than December 1.

## State 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 Board of Directors in a timely fashion, in order to inform participants.

### **Terms 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:**

Board of Directors 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 OAEA Board of Directors.
3. Edits and updates workshop proposal forms and arranges for their submission to the website and to the online proposal form.
4. Distributes 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 1st-May 1st.
4. Organizes proposals for review at the May meeting. Proposals will be reviewed by the Professional Standards Committee
5. Communicate with the local workshop chair and the Conference Coordinator in order to determine available workshop space.
6. Communicate receipt / acceptance / rejection of specific workshop proposals to the presenters in a timely fashion.
7. Creates a workshop schedule with assistance of the Conference Coordinator.
8. Work with the local Workshop Chair to arrange for presenter check-in, storage of materials, and voucher information at the conference.
9. Submit a final conference report to State Conference Coordinator no later than December 1.

## State Exhibition Coordinator

### **Constitutional Description:**

The Art Exhibition Coordinator shall be appointed for an indefinite term, renewed annually, and direct and organize Association Exhibitions with the assistance of the Art Exhibition Committee.

### **Terms 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:**

Board of Directors with vote.

Chair of the Art Exhibition 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

STRS Regional Art Shows (when applicable)

2. Oversee all OAEA activities celebrating Youth Art Month in cooperation of the Youth Art Month Coordinator.

3. Attend all meetings of the Board of Directors.

4. Approve and submit to the Treasurer all vouchers from the Chairpersons 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 for all communications, documentations, submissions, competitions and judging in regards to OAEA Art Exhibitions.

## High School Art Show Chair

### **Constitutional Description:**

The OAEA High School Art Show 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 OAEA Board of Directors.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
2. Update, Prepare and distribute all paperwork and documentation involved with submitting students' art work for the High School Art exhibition on the OAEA website.
3. Inform all regional High School Art show chairpersons concerning membership / participation rules.
4. Communicate all announcements regarding submission and exhibitions with OAEA Communications Committee for digital or print publications.
5. Collect all regional art work for the High School Art Show at the designated OAEA board meeting.
6. Digitally catalog all eligible art work with appropriate credit to student, teacher, school and region and provide a copy of this collection to the OAEA Communications Chair for use in all digital and print communications.
7. Cooperate with STRS on nametags, hanging procedures, and timelines.
8. Prepare and mail announcements to all participating students, teachers, and administrators.
9. Visually document the entire show for security and historical purposes.
10. Arrange for sharing of the visual images with those involved with the exhibit, i.e. make CD copies for all participating teachers.
11. Arrange for a reception for all participants of the show.
12. Oversee and preside over the reception for the show.
13. Arrange for a guest speaker.
14. Coordinate dates, deadlines, and reception plans with the other OAEA sponsored art exhibitions.
15. Coordinate take down dates and return of art work to participants.
16. 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.
17. Cooperate with the Art Exhibition Coordinator to determine an appropriate budget and planning timeline.

## **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 Board of Directors.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
2. Update, prepare and distribute all paperwork and documentation involved with submitting students' art criticism writings for the Open in print and digital media.
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 (with sufficient notice) 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 brochure and reception at STRS.
10. Help arrange for a reception for all JTACO participants during YAM show in March.
11. Oversee awarding of certificates to winners at the reception for the YAM show.
12. Coordinate dates, deadlines, and reception plans with the Art Exhibition Committee.
13. Prepare and submit all expense vouchers and receipts to the Art Exhibition Coordinator for approval. Vouchers will then be forwarded to the Treasurer for payment if within budget.
14. Cooperate with the State Art Exhibition Coordinator to determine an appropriate budget and planning timeline.

## Youth Art Month Exhibit Chair

### **Constitutional Description:**

The Youth Art Month Exhibition 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.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
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 art work.
6. Cooperate with STRS on nametags, 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, i.e. make CD copies for all participating teachers.
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, perhaps 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 art work 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 Art Exhibition Coordinator to determine an appropriate budget and planning timeline.

## Young People's Art Exhibition Chair

### **Constitutional Description:**

The Young People's Art Exhibition 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.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
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 art work.
6. Cooperate with the Rhodes State Office Tower on nametags, 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, i.e. make CD copies for all participating teachers.
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, perhaps 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 art work 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 Art Exhibition Coordinator to determine an appropriate budget and planning timeline.



## Youth Art Month Flag Chair

### **Constitutional Description:**

The Youth Art Month Flag 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 OAEA Board of Directors.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
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 nametags, 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 Art Exhibition Coordinator for approval. They will then be forwarded to the Treasurer for payment if within budget.
11. Cooperate with the Art Exhibition Coordinator to determine an appropriate budget and planning timeline.

## Youth Art Month Coordinator

### **Constitutional Description:**

The Youth Art Month Chairperson shall be appointed for an indefinite term, renewed annually, and shall coordinate Youth Art Month activities in cooperation with the First Vice-President and the Regional Directors. The Youth Art Month Chairperson shall submit appropriate materials and information to NAEA on Ohio's behalf.

### **Terms 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:**

Board of Directors with vote.

Serves on the Art Exhibition Committee.

### **Duties:**

1. Attend all meetings of the Board of Directors.
2. Be appointed each year for an indefinite term by the OAEA president.
3. Have the Association adopt an annual theme and disseminate it to local participants.
4. Inform the membership of state wide plans for YAM observances through PR / Advocacy chairs, a column in the state newsletter, or articles in regional newsletters.
5. Compile and submit an annual report with summaries of observances across the state to NAEA.
6. Gain endorsement and cooperation of state government officials, organizations, and leading citizens.
7. Secure the cooperation of state-wide news media.
8. Urge state youth and civic organizations and clubs to cooperate and have local chapters to do likewise.
9. Identify and recognize members for outstanding Youth Art Month observances.
10. Prepare YAM kits to be available at the annual conference.
11. May represent the Association at national Youth Art Month activities.

## **Exhibitions Committee Advisor**

### **Constitutional Description:**

The Exhibit Committee Advisor shall be appointed by the OAEA President for an indefinite term, reviewed annual and shall have a seat on the Board of Directors.

### **Terms 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:**

Board of Directors with vote

STRS Arts Advisory Committee with vote.

### **Duties:**

1. Attends all meetings of the Board of Directors.
2. Attends all meetings of the Exhibitions Committee.
3. Advises members of the committee and the OAEA President on all matters relating to the function of the Exhibition Committee and possible purposes of student exhibitions.

## Technology Coordinator

### **Constitutional Description:**

The Technology Coordinator 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 Board of Directors.

### **Terms 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:**

Board of Directors with vote.

### **Duties:**

1. Attend all Board of Directors meetings.
2. Maintain OAEA website, including every detail involving updating URL information <www.oaea.org>, updating information as needed and supplied by various OAEA members.
3. Maintain membership database, including vouchering of site fees.
4. Assist and educate members of the Board of Directors in accessing and updating information, members list, labels, etc.
5. Cooperate with Membership Chair in maintenance and updating of the membership database.
6. The OAEA Constitution and Policies will be available on the OAEA website.
7. Supply links to appropriate websites as decided by the Executive Committee
8. Include OAEA documents online, as appropriate.
9. Ensure the OAEA website is the starting place for members regarding all OAEA information, communications, exhibitions and professional development.

## 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 three newsletters are published on a quarterly basis. OAEA Artline Editor shall work with the Technology Chair to solicit advertising for the publications.

### **Terms 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:**

Board of Directors with vote.

### **Duties:**

1. Publish 3 issues per year. Submission deadlines must occur in conjunction with Board of Director's meetings.
2. Request regular articles from the Association President and OAEA leadership.
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 when applicable.)
4. Attend meetings of the Board of Directors, 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. Submit vouchers 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. Digitally 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, digital copies of each issue should be kept on file. The Website Chair, Historian and Membership Coordinator shall be given digital copies of each issue.

## 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.

### **Terms 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:**

Board of Directors 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 Board of Director's meeting. The archives are presently housed in the State Teacher's 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 digital files 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.
- Organize and orchestrate a historical record of OAEA and update the existing record every five years.  
Work to transfer OAEA historical archives from paper to digital.



## Online Communications Chair

### **Description:**

The Online Communications Chair shall be appointed by the President for an indefinite term, renewed annually, and shall set up and maintain OAEA online communications via social networking and email marketing with current information of interest to membership about: the association, conference, regions, divisions, exhibitions, all information as appropriate and shall have a seat on the Board of Directors.

### **Terms 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:**

Board of Directors with vote.

### **Duties:**

1. Attend meetings of the Board of Directors.
2. Sit on the Communications Committee.
3. Work with the appointed Communications Committee Chair to place the proper Advertising inside each membership email.
4. Publish online submissions in a timely manner, per association submissions.
5. Request regular articles and / or information from the OAEA leadership.
6. Determine digital content to reflect current plans, activities, opportunities, and accomplishments of the association and its members.
7. Renew Constant Contact annual subscription in January and submit voucher to OAEA Treasurer.
8. Upload current contact information in January from membership database into Constant Contact.
9. Forward all digital submissions and email responses to necessary association officers.
10. Continue OAEA's visibility on social networking sites.

## Chair of the Distinguished Fellows

### **Constitutional Description:**

The Fellows will elect a chairperson who will serve on the OAEA Board of Directors.

### **Terms 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:**

Board of Directors with vote.

Chair of the Distinguished Fellows with vote.

### **Duties:**

1. Attends all meetings of the OAEA Board of Directors
2. Presides over all OAEA Distinguished Fellows Meetings:
3. Pre Conference Annual Meeting at STRS (September/October)
4. Conference Annual Meeting (November)- Election even # years
  - a. Election of Secretary on odd number years by members at conference
  - b. Quorum is determined by number of OAEA Distinguished Fellows in attendance of said meeting.
5. Any other meetings as called by the OAEA President or OAEA Distinguished Fellows Chairperson.
6. 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 Fellow.
7. Reviews and updates all website forms, officers and pertinent information annually and as needed.
8. Releases information via electronic newsletter as needed. (US mail for non-electronic members)
9. Mails Birthday Cards monthly.
10. Any dealings with cards/flowers that pertain to deaths, illness, etc of membership.
11. 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)

Appointment of Chairperson(s) to the following committees of the OAEA Distinguished Fellows:

1. Fundraising :

- a. Silent Auction at the Professional Development Conference during President's Reception
- b. Estate Sale at the Professional Development Conference
- c. Conference Electronic Lesson Plan Sale at the Professional Development Conference

2. Professional Development:

- a. Student Member Exchange Program
- b. Fellows FYI Survey - Via email

3. Publicity Chairperson - Newsletter Distribution / Edit and assisted by the OAEA Distinguished Fellows Chairperson

4. Distinguished Fellows Conference Contact (sits on Conference Committee to assist with "Fellows" activities at conference)

5. Chairperson for Awards Reception at the annual Professional Development Conference in November