

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - PRESIDENT

The President of the Mississippi Art Education Association is responsible for the basic running of the organization. He or she serves a term of two years and an additional two years as past-president.

From the MAEA Constitution; Article VI:

1. *The President shall perform the duties of this office, preside at the annual business meeting and any meeting of the Executive Committee, and be, ex officio, a member of all regions, divisions, and committees. The further duties of the President shall be as listed:*
 - a. *Opens any general session, conducts proper business procedures, maintains order, and proceeds with any function or responsibility necessary to carry on the business of the session.*
 - b. *Votes to break a tie in voice or roll call vote if necessary.*
 - c. *Votes as any other member in a ballot vote and cannot break a tie in a ballot vote.*
 - d. *Appoints any and all committees vital to the function and welfare of the organization.*
 - e. *Appoints a member, with the approval of the Executive Committee, to serve as editor of the MAEA newsletter and for the dissemination or information and news concerning the organization.*
 - f. *Serves as a MAEA delegate to the NAEA Delegates Assembly.*

Duties of the President shall include but are not limited to:

- ❖ Performing the usual duties of this office; e.g.:
 - Maintaining and leading the organization in a vision/plan of action
 - Keeping abreast of current policies and trends in visual art education and legislation related to interests of the MAEA
 - Regular communication with members of the board
- ❖ Appointing members to the MAEA Board representative of all regions and levels
- ❖ Scheduling Executive Committee and Extended Board meetings
- ❖ Developing agendas for all board and annual state membership meetings
- ❖ Presiding over MAEA Executive Committee and Extended Board meetings
- ❖ Establishing MAEA committees as appropriate or vital to the function and welfare of the organization
- ❖ Coordinating and working cooperatively with activities of board members and committees relative to MAEA responsibilities
- ❖ Presiding over specified functions at state conferences including annual membership meeting
- ❖ Attending and representing MAEA at state, regional and national conferences
- ❖ Serving on NAEA Delegates Assembly at national conferences fulfilling assigned committee assignments and report to board and state membership
- ❖ Assist in preparing activities for the Southeast Regional Conference when hosted by Mississippi
- ❖ Assist in approval of payment requests from MAEA treasurer based on approved state budget
- ❖ Writing an article for each MAEA Newsletter
- ❖ Assisting in writing, updating and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - PRESIDENT-ELECT

The President-Elect is elected for a two year term.

From the MAEA Constitution; Article VI:

2. *The President-Elect shall perform the duties of the President during the latter's absence. The President-Elect shall become President should the President vacate the office. The President-Elect shall act as Conference Chair. The President-Elect will be responsible for making a quarterly conference financial report to the Treasurer.*

Duties of the President-Elect shall include but are not limited to:

- ❖ Assuming the duties of the President in the event of absence or vacancy of that office
- ❖ Assuming other duties as may be determined by the President
- ❖ Attending all meetings of the MAEA Executive Committee, Extended Board and General Business Sessions
- ❖ Serving, in cooperation with the Secretary, as the conference coordinator for the annual State conferences. The duties and responsibilities of the conference coordinator shall include but not limited to:
 - a. to recommend the name of a member to serve as local chair person in delegating responsibility for various aspects of the local planning, to help coordinate with the Regional Committee Chair Member, or a designee, of the region hosting the annual conference as site coordinator
 - b. to work with the regional site coordinator(s) in delegating responsibility for various aspects of the local planning, e.g.: Registration, Merchandise table, Decoration, Student art exhibit, Evening activities and local attractions, etc.
 - c. to solicit and review all proposals for conference programming and provide a schedule of events for conference
 - d. to act a liaison between conference presenters and conference site
 - e. to coordinate all conference publicity through MAEA Newsletter and other publicity channels
 - f. to coordinate the conference evaluation process
 - g. to assume all responsibility for the sound financial management of the conference with the help of the Secretary and Treasurer. The responsibilities in this area should include:
 1. to submit a proposed conference budget to the Board for approval
 2. to negotiate and sign all conference related contracts with vendors
 3. to maintain an accurate accounting of all conference related income and expenses, and present a written financial statement to the Board after the conference
 - h. to submit a final conference report to the board detailing attendance figures, evaluation data and other pertinent information. This report, along with a copy of the conference program, will serve as a permanent record of the conference
- ❖ Assisting in writing, updating and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - SECRETARY

The MAEA Secretary is appointed by the MAEA President in consultation with the MAEA Executive Board. The Secretary may be appointed and serve more than a two year term.

From the MAEA Constitution; Article VI:

3. *The Secretary shall keep the minutes of all meetings of the Executive Committee and the general meetings of the MAEA. The Secretary shall be custodian of the records and papers, prepare or assist in preparing agendas for the meetings, call the roll and notify committees.*

Duties of the Secretary shall include but are not limited to:

- ❖ Attending and serving all meetings of the MAEA Executive Committee, Extended Board and General Business sessions
- ❖ Arranging board meetings; i.e. location and time, according to directives from the President
- ❖ Assist in arranging or planning appropriate refreshments, etc. during board meetings
- ❖ Assist in attending to appropriate correspondence for the association
- ❖ Distributing meeting announcements and agendas, prepare official correspondence and assume other duties as may be determine by the President
- ❖ Distributing board meeting minutes and associated reports to all board members on a schedule established by the President. A copy of all minutes and associated reports will be copied for the MAEA archives.
- ❖ Reminding board members of meetings and other deadlines
- ❖ Working closely with the MAEA President-Elect and local conference site-coordinators to facilitate conference planning including:
 - working with President-Elect to schedule future state conferences sites
 - formatting, typing and proofing state conference booklet according to the program schedule determined by President-Elect
 - assist in arranging for publication and statewide mailing of conference bulletin in a timely manner
 - assist in soliciting and receiving reservations for vendor participation at state conferences
 - assist in working with vendors, arranging hospitality, booth sitters, security, etc. during state conference
 - maintaining an account for conferences
 - providing assistance as appropriate for conference planning and activities
 - assisting President-Elect with final reports to the board on Conference details
 - maintaining handbook that details planning for Conferences and workshops
- ❖ Recording and distributing the minutes of the MAEA Board meetings, the annual MAEA Business meeting and additional meetings called by the President or the membership, and to file copies of the minutes with the MAEA Archivist
- ❖ Acting as parliamentarian for all MAEA professional board and state meetings
- ❖ Collecting and maintaining any reports/handouts from members of the MAEA Extended Board as presented at meetings
- ❖ Passing all records on to next Secretary at end of term
- ❖ Assisting in writing, updating and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - TREASURER

The MAEA Treasurer is appointed by the MAEA President in consultation with the MAEA Executive Board. The Treasurer may be appointed and serve more than a two year term.

From the MAEA Constitution; Article VI:

4. *The Treasurer shall be the custodian of all money belonging to the MAEA and shall deposit same in a bank approved by the Executive Committee. The further duties of the Treasurer shall be as listed:*
 - a. *Keeps accurate records of receipts and disbursements,*
 - b. *Makes annual reports and such others as may be requested by the Executive committee,*
 - c. *Files reports including any federal or state tax reports necessary for the years in office.*
 - d. *Supervises and coordinates the collection, documentation, and processing of all monies of state meetings. Books concerning all assets and debits shall be fully audited by a designate of the Executive Committee prior to being release to the newly appointed Treasurer.*

Duties of the Treasurer include but are not limited to:

- ❖ Attending all meetings of the MAEA Executive Committee, Extended Board and General Business sessions
- ❖ Making quarterly financial reports at board meetings
- ❖ Developing an annual financial report for membership and coordinating state auditing
- ❖ Maintaining accurate records and filing reports including any federal or state tax reports necessary for the years in office
- ❖ Issuing checks as designated by the MAEA approved budget or as designated by the President
- ❖ Requiring and maintaining records of financial reports of the MAEA committees
- ❖ Providing for smooth transition of finances and accounts to new appointed Treasurer by initiating account signatures additions and transfers
- ❖ Passing on balanced records and information required for filing necessary nonprofit status to new appointed Treasurer and offering guidance to new appointed Treasurer in writing organizational budget
- ❖ Assisting in writing, updating and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - PAST-PRESIDENT

The Past-President serves a second two year on the MAEA Executive Board upon the completion of their term as President.

From the MAEA Constitution; Article VI:

5. *The Past President shall serve as the MAEA Awards Committee Chairperson; and assist the MAEA nominating committee for MAEA officers. The Past President may serve as the MAEA representative to the NAEA Delegates Assembly if the President and President-Elect can not serve. If the current Past President vacates the office and can not serve the President may ask a previous Past President to serve the term.*

Duties of the Past-President include but are not limited to:

- ❖ Attending all meetings of the MAEA Executive Committee and Extended Board meetings
- ❖ May represent the MAEA on the NAEA Delegates Assembly, if the President or President-Elect can not serve.
- ❖ Assist and serve on the MAEA nominating committee for board positions
- ❖ Serving as the chair of the MAEA Awards Committee and coordinating the nomination and selection of award recipients; and notification of NAEA of the board's selection for regional and national awards.
- ❖ Assisting in writing, updating and implementing the MAEA Strategic Plan.
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - DIVISION DIRECTORS

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

Division Directors is elected for a two year term.

From the MAEA Constitution, Article VI:

5. *The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.*

Duties for Division Directors include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Representing the interests and concerns of the specific division or group appointed to, including student organizations such as honors groups and NAEA student chapters
- ❖ Promoting regular communication among art educators of the specific division and the MAEA
- ❖ Maintaining current information on issues of importance and of current research in the specific division to be able to relay this to division members and the larger membership
- ❖ Planning and chairing an annual division meeting at the MAEA Professional Development Conference and, when possible, attending and representing the MAEA at division meetings at the regional (Southeast) and/or national (NAEA) level as the State division representative
- ❖ Coordinating MAEA activities which help to promote professional development for members of the division
- ❖ Promoting cooperation and interaction between the members of the division
- ❖ Writing and submitting an article for publication in the quarterly MAEA Newsletter; including items of potential interest to members of the division and the full membership
- ❖ Maintaining a record of the ongoing activities of the division and submitting reports in writing to the Executive Secretary three (3) weeks prior to each Board meeting
- ❖ Reporting the activities and concerns of the MAEA division to the appropriate NAEA Southeastern Regional Division Director and/or the NAEA Division Director
- ❖ Coordinating, in cooperation with the Membership Chair, recruitment of new members/institutions within appointed division and their active involvement
- ❖ Assuming the responsibility for submission of vouchers and receipts for all MAEA funded division activities to the Treasurer
- ❖ Cooperating with the Regional Presidents and Membership Chair in coordinating the publicity, document collection and selection for the MAEA Art Educator awards in the respective divisions
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - REGIONAL REPRESENTATIVES

MAEA region representatives are appointed by the MAEA President in consultation with the MAEA Executive Board. The representatives may be appointed and serve more than a two year term.

From the MAEA Constitution; Article VI:

5. *The Regional Representatives shall coordinate all MAEA activities in their respective Regions. The Regional Representatives shall also call Regional meetings; maintain accurate records of all MAEA Regional activities; and submit quarterly reports covering all Regional activities to the MAEA President.*

Duties of the Regional Representatives include but are not limited to:

- ❖ Attending MAEA board meetings as appropriate as a non-voting member and representing the concerns of the members in the region
- ❖ Scheduling and chairing regional board meetings as appropriate
- ❖ Overseeing and cooperating with the responsibilities of other regional representatives and reporting to the board
- ❖ Providing direction and support in establishing regional professional development and enrichment activities for art educators
- ❖ Promoting regular communication among art educators in the region and/or providing for the regular publication for the MAEA newsletters
- ❖ Coordinating, in cooperation with the Membership Chair, the publicity, document collection and selection process for the MAEA Art Educator awards for the region
- ❖ Coordinating, in cooperation with the Membership Chair, recruitment and retention of members within the region
- ❖ Supporting and promote YAM activities within the region
- ❖ Serving as liaison between the region and membership and the MAEA Board by reporting regional activities as appropriate
- ❖ Assist in planning a business meeting to be held annually at MAEA professional development conference(s)
- ❖ Writing an article for each MAEA Newsletter regarding activities of the region
- ❖ Submitting a written report to the Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - ADVOCACY- LEGISLATIVE LIAISON CHAIR

The Advocacy-Legislative Liaison Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

1(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Advocacy-Legislative Liaison Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Awareness of current advocacy needs/concerns in MAEA and NAEA; especially concerning state and national legislation affecting the arts and art education
- ❖ Keeping the MAEA Extended Board advised of current advocacy efforts and coordinate efforts to increase advocacy materials and information
- ❖ Representing MAEA at public hearings as appropriate
- ❖ Assisting in the development and dissemination of appropriate advocacy materials
- ❖ Awareness of and, if possible, membership in such advocacy groups as Mississippi Alliance for Arts Education
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Writing and submitting an article for publication in the quarterly MAEA Newsletter; including items of potential interest to members and tips for advocacy efforts
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - HISTORIAN

The Historian is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

1(e). The standing and committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Historian include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Keeping organized files of past organizational documents in a protected location
- ❖ Acting custodian of current constitution, policy handbook and position descriptions of the MAEA
- ❖ Working closely with the MAEA Secretary and Treasurer in retaining important organizational documents. (i.e. officers, letters, resolutions, financial statements/reports, tax papers, board minutes, newsletters, photos, conference programs, memberships, etc.)
- ❖ Preparing and sending a copy of important organizational documents to NAEA to be placed in the NAEA archives
- ❖ Determining which records should be filed and which should be disposed of
- ❖ Chair a Historian committee to commemorate significant anniversaries of MAEA
- ❖ Making files in archives available for research as needed
- ❖ Maintain the up to date history of MAEA, by updating the past president and awards lists on the MAEA website along with any other information that may be used in the media or printed materials including advocacy information
- ❖ Update new board members on the history of MAEA website
- ❖ Assisting in writing and implementing the MAEA Plan of Action and Strategic Plan.
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - MEMBERSHIP CHAIR

The Membership Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

I(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Membership Chair include but are not limited to:

- ❖ Attending the MAEA Professional Conference and maintain membership table for information
- ❖ Updating and maintaining membership information for reporting to the MAEA Board and for Regional Representatives information
- ❖ Maintaining communication as necessary with NAEA for updating information
- ❖ Maintaining necessary NAEA and MAEA records for updating appropriate mailing labels/information for national, state and regional mailing or communication services
- ❖ Promoting the growth of NAEA/MAEA through an annual membership drive
- ❖ Attracting new members to the association for all levels of art education in all types of institutions
- ❖ Maintaining the existing membership by contacting members who have allowed their membership to lapse
- ❖ Making members aware of the benefits offered to the membership
- ❖ Writing and submitting a membership column for each edition of the NAEA Newsletter
- ❖ Submitting membership updates to the MAEA Executive Boards and providing regions with membership lists
- ❖ Providing a membership report at the annual MAEA Business meeting
- ❖ Submitting a written report to the Executive Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION – INDEPENDENT SCHOOLS REPRESENTATIVE

The MAEA Independent Schools Representative is appointed by the MAEA President in consultation with the MAEA Executive Board. The representative may serve more than a two year term.

From the MAEA Constitution, Article VI:

1(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties of the Independent Schools Representatives include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board.
- ❖ Representing the interests and concerns of the specific division or group appointed to, including student organizations such as honors groups and NAEA student chapters
- ❖ Promoting regular communication among art educators of the specific division and the MAEA
- ❖ Maintaining current information on issues of importance and of current research in the specific division to be able to relay this to division members and the larger membership
- ❖ Planning and chairing an annual division meeting at the MAEA Professional Development Conference and, when possible, attending and representing the MAEA at division meetings at the regional (Southeast) and/or national (NAEA) level as the State division representative
- ❖ Coordinating MAEA activities which help to promote professional development for members of the division
- ❖ Promoting cooperation and interaction between the members of the division
- ❖ Writing and submitting an article for publication in the quarterly MAEA Newsletter; including items of potential interest to members of the division and the full membership
- ❖ Maintaining a record of the ongoing activities of the division and submitting reports in writing to the Executive Secretary three (3) weeks prior to each Board meeting
- ❖ Reporting the activities and concerns of the MAEA division to the appropriate NAEA Southeastern Regional Division Director and/or the NAEA Division Director
- ❖ Coordinating, in cooperation with the Membership Chair, recruitment of new members/institutions within appointed division and their active involvement
- ❖ Assuming the responsibility for submission of vouchers and receipts for all MAEA funded division activities to the Treasurer
- ❖ Cooperating with the Regional Presidents and Membership Chair in coordinating the publicity, document collection and selection for the MAEA Art Educator awards in the respective divisions
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - NEWSLETTER EDITOR

The Newsletter Editor is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

I(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Newsletter Editor include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Organizing schedule to get newsletter out on time including time for printing and mailing.
The schedule is as follows:

<u>Month</u>	<u>Focus</u>
August/September	Fall Conference
December	Awards/Fall Conference report
February	Spring Conference/YAM
- ❖ Editing and designing newsletter; including receiving articles, editing, layout design, accepting art works submitted, advertising ads, etc. Articles are submitted by the MAEA President, President-Elect, Division Directors, Regional Representatives, Youth Art Month Chair and Affiliates: Membership Chair, Advocacy Chair, and Research, Curriculum & Grants. Other articles are solicited, collected or written as determined by the Editor and/or President
- ❖ Submitting completed newsletter to printer and approving proofs of newsletter prior to printing
- ❖ Submit completed newsletter to Technology Chair to post on website
- ❖ Checking on mailing arrangements including mailing labels, appropriate names for mailing, and mailing details
- ❖ Submitting copies of annual newsletters to NAEA
- ❖ Being responsible to follow through on any specific needs regarding editing, printing and mailing of newsletters for each issue if not specified above
- ❖ Seeing that the newsletter is ready for mailing within one month following the deadline for submitting news materials.
- ❖ Arranging for printer to send finished newsletters to professional mailing company
- ❖ Filing all receipts and invoices and sending a copy to the Treasurer for remittance or arranging for invoices to be sent to Treasurer
- ❖ Assisting in writing and implementing the MAEA Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - TECHNOLOGY CHAIR

The Technology Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

1(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Technology Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Organizing schedule to get website updated efficiently
- ❖ Working with the MAEA Executive and Extended Boards in obtaining advertising ads and articles/information in a timely manner
- ❖ Editing and designing the MAEA webpage
- ❖ Assist Newsletter Editor
- ❖ Reviewing content of other NAEA state organization webpages to maintain a current, aesthetically pleasing and user-friendly site
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - YOUTH ART MONTH (YAM) COORDINATOR

The Youth Art Month (YAM) Coordinator is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VI:

1(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

Duties for Youth Art Month (YAM) Coordinator include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Preparing and disseminating Youth Art Month (YAM) materials throughout Mississippi school systems, promoting this celebration in the school and communities Putting together information on YAM, including ideas for activities to celebrate YAM to be distributed at meetings or special events through regional activities
- ❖ Coordinating state activities or programs, i.e. YAM flag contest
- ❖ Oversee and/or assist the selection and construction of the Mississippi YAM Flag
- ❖ Planning for YAM exhibits and state awards
- ❖ Arranging for state recognition of YAM through legislators and/or governor's office
- ❖ Compiling necessary reports to be presented to state and national levels of YAM committees
- ❖ Seeking endorsements declaring March as Youth Art Month from the Governor of Mississippi, the General Assembly, local governing bodies, school boards, etc; and to encourage this practice by local school systems
- ❖ Develop and maintain connection to the Mississippi legislature
- ❖ Informing and promoting arts education to the state legislature
- ❖ Requesting information on Youth Art Month celebrations from throughout the state to include: photographs, proclamations, posters, clippings, etc. to be included in a scrapbook made according to specifications issued by NAEA, and to submit that scrapbook to the annual NAEA competition
- ❖ Writing an article encouraging the observance of YAM for the MAEA Newsletter
- ❖ Providing press releases for the media encouraging coverage of Youth Art Month activities
- ❖ Providing information to the editor of NAEA News concerning special events occurring in Mississippi
- ❖ Submit a report to the Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - RESEARCH, CURRICULUM & GRANTS CHAIR

The Research, Curriculum & Grants Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VIII:

- 1. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.*

Duties for Research, Curriculum & Grants Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Being informed of current topics in curriculum and research and bring them to MAEA Board attention
- ❖ Submitting a written report to the Secretary three (3) weeks prior to board meetings
- ❖ Writing and submitting an article for publication in the quarterly MAEA Newsletter; including items of potential interest to members
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - RETIRED EDUCATORS CHAIR

The Retired Educators Chair is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VIII:

- 1. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.*

Duties for Retired Educators Chair include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at meetings of the MAEA Extended Board when needed
- ❖ Maintaining communication with retired membership and maintaining a listing of retirees
- ❖ Planning special activities or meetings for retirees (and soon to be retirees) for the MAEA Professional Development Conference
- ❖ Planning and activating special activities for retiree participation and involvement in MAEA activities and membership efforts as appropriate
- ❖ Writing an article for MAEA newsletter with information on activities and achievements of retirees
- ❖ Working to keep retirees involved and visible as active members of the MAEA
- ❖ Submitting a written report to the Secretary three (3) weeks prior to board meetings
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - STUDENT CHAPTER SPONSOR(S)

The Student Chapter Sponsor(s) is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VIII:

- 1. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.*

Duties for Student Chapter Sponsor include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Encouraging art education department chairpersons and other art educators from Mississippi institutions of higher education to organize MAEA student chapters
- ❖ Conducting a program for chapter sponsors and/or educators interested in establishing chapters during the annual MAEA Conference
- ❖ Providing guidance to the Student Chapter Representative in the activities planned during the annual MAEA Conference and throughout the year
- ❖ Compiling a list of existing chapters and provide this information to the MAEA Newsletter Editor and MAEA President
- ❖ Reporting newsworthy activities to the MAEA Newsletter Editor
- ❖ Reporting newsworthy activities to the Student Chapter columnist in the NAEA Newsletter
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - STUDENT CHAPTER REPRESENTATIVE(S)

The Student Chapter Representative(s) is appointed by the President. He or she is asked to serve during that President's term of office. He or she may serve consecutive terms for the same or different Presidents if asked.

From the MAEA Constitution, Article VIII:

- 1. The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.*

Duties for Student Chapter Representative(s) include but are not limited to:

- ❖ Attending and serving as a member of an Advisory Council at all meetings of the MAEA Extended Board
- ❖ Promoting chapter membership in his/her own institution of higher learning
- ❖ Coordinating activities with other student chapters in Mississippi
- ❖ Being responsible for the Student Chapter program at the annual MAEA Conference
- ❖ Coordinating a recreational "get-together" for the students attending the MAEA Conference
- ❖ Cooperating with the Student Chapter Sponsor in the function of the chapter and conference program
- ❖ Reporting regularly on MAEA Student Chapter activities to the MAEA Newsletter Editor and send a copy to the MAEA President and Secretary
- ❖ To contact other college and university art departments without student chapters regarding the initiation of same
- ❖ To promote newsworthy information to Student Chapter columnist in the NAEA Newsletter
- ❖ Assisting in writing and implementing the MAEA Plan of Action
- ❖ Participating in the annual Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA

MISSISSIPPI ART EDUCATION ASSOCIATION

POSITION DESCRIPTION - EX OFFICIO

From the MAEA Constitution, Article VI:

1(e). The standing and ad hoc committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the MAEA Executive Committee.

The MAEA Extended Board includes Ex Officio members of certain professional groups including but not limited to the Mississippi Department of Education, the Mississippi Arts Commission, and the Mississippi Alliance for the Arts Education. These members serve as advisory but non-voting members. They offer current information on many developments in the arts and art education and are vital to current information for the board.

Duties for Ex Officio Board members include but are not limited to:

- ❖ Attending and serving as a guest member of an Advisory Council at meetings of the MAEA Extended Board
- ❖ Providing timely and pertinent information from the representing organization as impacts visual arts education and the MAEA Board and membership
- ❖ May be asked to assist in writing and implementing the MAEA Plan of Action and Strategic Plan
- ❖ Participating in the annual MAEA Board Leadership Retreat
- ❖ Supporting the mission and advocacy of the National Art Education Association (NAEA) and MAEA