

Wisconsin Art Education Association



wisconsin *art education* association

Board Position Descriptions

rev. January 2009

rev. May 2022



President:

Serves a two-year term after being President –Elect.

- Develops the agenda and presides over two board meetings and one retreat a year and any special or executive board meetings that are called within the annual calendar to guide association direction and facilitate association activities.
- Appoints, with the approval of the board of directors, all members of standing and special committees or program chairs.
- Oversees, with the Treasurer, the fiscal transactions, contracts and tax reports of the association.
- Guides the WAEA Board members in supporting and promoting art education in Wisconsin and in developing professional development initiatives to meet the needs of art education professionals who are members of the association.
- Actively recruits in the state for membership in WAEA and represents those members in forums involving arts education.
- Communicates with and provides leadership guidance to conference chairs, program leaders and special project leaders in their execution of their responsibilities.
- Serves as a member of the conference committee.
- Help recruit nominations for state and national awards.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board.
- Contributes articles two times a year for the Art Times newsletter that address association news, concerns and topics of interest to state art educators.
- Represents WAEA as a delegate to the NAEA Convention Delegate Assembly and the NAEA Western Region Annual meeting and develops annual WAEA reports for those meetings.
- Develops an annual board calendar and annual budget in conjunction with the Executive Board to present for approval at the annual board retreat.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Checks communication on email and websites to stay informed and responsive to Board members needs and WAEA activities in a timely manner.
- Serves as a member of the Visual Arts Classic committee

By signing this document I am aware that as part of the WAEA Board I must abide by the duties/responsibilities listed above. I also am aware that I expected to attend every board meeting during my term.

Sign Here

Term



President-Elect:

Is elected to a two-year term and continues on to be President.

- Attends two board meetings and one retreat a year and any special or executive board meetings that are called within the annual calendar and shall preside at all meetings of the association in the absence of the president.
- Is a member of the Executive Board and helps to guide the WAEA Board to support and promote art education in Wisconsin and to develop professional development initiatives to meet the needs of art education professionals who are members of the association and submits reports to the board as appropriate.
- Actively recruits in the state for membership in WAEA.
- Help recruit nominations for state and national awards.
- Identifies members who could serve the association's objectives and is the officer of the yearly election. This includes creating a ballot, distributing the ballot, tabulating results and notifying candidates and membership.
- Contributes articles two times a year for the Art Times newsletter that address association news, concerns and topics of interest to state art educators.
- Represents WAEA as a delegate to the NAEA Convention Delegate Assembly and the NAEA Western Region Annual meeting with the president.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Checks communication on email and websites to stay informed and responsive to Board members needs and WAEA activities in a timely manner.

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Term



Past President:

Serves a two-year term following the presidential term.

- Attends two board meetings and one retreat a year and any special or executive board meetings that are called within the annual calendar.
- Is a member of the Executive Board and helps to guide the WAEA Board to support and promote art education in Wisconsin and to develop professional development initiatives to meet the needs of art education professionals who are members of the association and submits reports to the board as appropriate.
- Actively recruits in the state for membership in WAEA.
- Solicits award nominations from membership and prepares documents to present to the Executive Board for award selection. Notifies nominees of award selection. Coordinates awards ceremony as part of the fall conference. Submits award candidates for national and regional level awards.
- Serves as a liaison between the Executive Board and the Fellows.
- Serves as chair of the Nominations Committee to identify a slate of candidates for the spring board elections and oversees the election to the board.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board.
- Contributes articles two times a year for the Art Times newsletter that address association news, concerns and topics of interest to state art educators.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Checks communication on email and websites to stay informed and responsive to Board members needs and WAEA activities.

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Term



Secretary:

Is elected to a two year term and can be re-elected.

- Attends two board meetings and one retreat a year and any special or executive board meetings that are called within the annual calendar.
- Records all meeting attendance and minutes and disperse meeting minutes to the board for corrections and approval at the next scheduled board meeting.
- Maintains place cards for all current board members for use at meetings and communicates with the president on chores related to setting up and cleaning up at board meetings or the board retreat.
- Serve as a member of the Executive Board and take minutes for executive board meetings.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Contributes articles two times a year for the Art Times newsletter
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Maintains a record of the Board minutes and reports each year.
- Represent the WAEA and actively supports art education in Wisconsin.

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Treasurer:

Is elected to a two-year term, which can be renewed.

- Attends two board meetings and one retreat a year and any special or executive board meetings that are called within the annual calendar.
- Disperse and receive all monies of the association and keep a record of all transactions by the association as directed by the president and the board.
- Prepare financial reports to the board and an annual budget to be voted on by the board at the board retreat.
- Communicate with the accountant to prepare taxes for the association.
- Be responsible with the President for the relationship with the banks, bonds and other accounts held by the association.
- Hold the permanent association address for purposes of billing and mailings from other agencies.
- Serve as a member of the Executive Board.
- Communicate with Conference Chairs as a liaison for registration and fees at the conference, as well as conference expenditures.
- Communicate with student event chairs (YAM, VDC and VAC) for registration and fees.
- Represents the WAEA and actively supports art education in Wisconsin.

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Regional Vice-President:

Is elected to a two year term and can be reelected.

- Facilitates information and professional growth opportunities for the membership in their region.

- Actively recruits membership in WAEA in their region
- Acts as, or selects, a Youth Art Month chairperson to develop programs, organize a regional exhibit, assist with the state exhibit and document the events.
- Keep the region informed on events, opportunities and news. Maintain contact via email or other avenues to gather feedback and information from regional members to share with WAEA.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Contributes articles two times a year for the Art Times newsletter.
- Keeps the board informed of information and accomplishments of regional members.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner. Reports to the treasurer and YAM Chair regional budgetary expenses.
- Attends all board meetings and retreat set by the board.

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Divisional Representative: (Elementary, Middle, Secondary, Supervision, Higher Education, Student Representative, Private, Special Needs in Art Education)

Is elected to a two year term and can be reelected.

- This is a leadership role, which represents your division's community and supports the goals of NAEA and WAEA. This person serves on the WAEA board to communicate between that

community of art professionals or students and WAEA.

- Checks communication on email and websites to stay informed and responsive to Board activities in a timely manner.
- Actively recruits membership in WAEA at conferences and professional meetings.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Is a member of the Board's Professional Development Committee to help coordinate, organize and assist with professional development opportunities for teachers state wide:
- Communicates concerns or ideas to WAEA Executive Committee.
- Contributes articles two times a year for the Art Times newsletter that address concerns and topics of interest to their division.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Advocates for art education as a representative of WAEA.
- Attends all board meetings and retreat set by the board.

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Divisional Representative: Retired

Is elected to a two-year term and can be reelected.

- Communicates retired educators concerns or ideas to WAEA Board.
- Is a member of the Professional Development Committee to help coordinate, organize and assist with activities and initiatives to keep former art teachers and others who support the arts actively supporting art education events and initiatives statewide.

- Actively recruits retirees for membership in WAEA to be in a roster of mentors for new art teachers and to add to state classrooms.
- Plans or recruits presenters to offer conference sessions of interest to retired educators.
- Help recruit nominations for state and national awards in their division.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board.
- Contributes articles two times a year for the Art Times newsletter that address concerns and topics of interest to their division.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Advocates for art education as a representative of WAEA.
- Checks communication on email and websites to stay informed and responsive to Board activities.
- Oversees selection of Fellows inductees and notifies individuals chosen.
- Attends all board meetings and retreat set by the board.

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ArtTimes Editor:

Is appointed to a two-year term, which can be renewed.

- Collects, edits, and designs contents of the WAEA Art Times Newsletter. Articles are due March

15th and September 15th each year.

- Works on the Communication Committee and consults on program initiatives to keep art in the forefront of the community.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board.
- Contributes an article two times a year for the Art Times newsletter.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Coordinates printing and mailing of the Art Times with the President and Treasurer.
- Attends all board meetings and retreat set by the Board.

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Term



Advertising Manager:

Is appointed to a two-year term, which can be renewed.

Is a member of the Fall Conference Committee and attends necessary planning meetings concerning the fall conferences.

- At meetings advocates for successful relationships with vendors:
 - for a vendor break room
 - Inquire about a free lunch for vendors at meetings
- Procure a map of vendor exhibit area
 - with indication of electrical outlets
 - table sizes, loading and unloading entrances
- Creates a schematic of vendor space
- Is the communication link between association and Vendors
 - E-mail information on upcoming Fall Conference to list of past vendors for Fall Conference
 - Respond to all advertiser inquiries
 - Respond with a contract to those who express interest.
 - As signed contract arrive, respond with thank by email and a mailed welcoming letter which includes the names of hotels that offer a conference rate, directions into town and to the conference center.
- Is the communication link for WAEA and Advertisers
 - Note ArtTimes deadlines
 - Communicate with “Art Times” designer Jim Ottney as to upcoming ads.
 - Communicate with person laying out the Conference Booklet on ads.
 - Preview Ads for the Conference Booklet and eArtTimes.
- Oversee Vendor/Ad Budget:
 - 1) As vendor checks arrive, make a copy of check and fill out deposit slips. Mail check and original deposit slip to WAEA treasurer. Attach check copy to vendor contract. File deposit slip copy.
 - 2) Communicates concerns or ideas to WAEA Executive Committee.
 - 3) Contributes articles four times a year for the Art Times newsletter that address concerns and topics of interest to their division.
 - 4) Provides an End of the Year electronic report to the secretary for distribution to the board
 - 5) Attends all board meetings and a retreat set by the board as an informed and contributing member to guide association direction and facilitate association activities.

January

- Meeting with the 2008 Fall Conference organizers and the current and incoming presidents of WAEA

February

- February 1 *Art Times* Deadline
- Met with former “*Art Times*” Advertising Director about the role of advertising and “*Art Times*” received files, account sheets and good advice.

- WAEA Board Meeting

April:

- Meeting with Fall Conference 2009 chairs, incoming president of WAEA and MIAD staff who we are partnering with on the conference.

May:

- May 1 *Art Times* deadline

June:

- Meeting with Fall Conference 2008 chairs in Sheboygan
- Looked at site and area for vendors
- WAEA Board Retreat

July:

- July 1 deadline Vendor Contracts
- Phone calls and emails to vendors who have not sent in checks and remind them their ads. are due also.

August:

- August 1 Deadline for ads for *Art Times* and the Conference Booklet.
- Proof conference brochure.

October:

- Final count of vendors.
- Check with vendors on the reps names for name tags and meal count.
- Email vendors asking for door prizes for the conference

November:

- November *Art Times* deadline.
- Write thank you notes to Vendors and donors.

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Award Chair:

Is appointed to a two-year term, which can be renewed.

- Is the Chair of the Awards Committee to recruit nominations for state and national awards in their division and help coordinate the awards brochure and ceremony.
- Serve as advocate and spokesperson to the WAEA board with regard to all business associated with awards, including budget, soliciting nomination and proper recognition of nominees and winners.
- Make awards information and nomination forms available to members by keeping updated information on the website and in Art Times.
- Serve as contact person for Hunziker Grant awardees as well as MIAD Creative Educator award. Include these awardees in Art Times, website and conference program or brochures
- Coordinate the Awards process for WAEA.
 - Encourage educators, administrators and WAEA board members to nominate individuals for awards
 - Develop strategy for contacting school and/or district administrators to encourage nominations
 - Collect nomination materials from nominators. Ensure that all materials are valid and complete
 - Prepare nomination materials for WAEA board to assess and chose award winner
 - Present all nominations to the board at annual meeting; facilitate voting on awardees.
- Coordinates the Award Ceremony at the Fall Conference.
- Checks communication on email and websites to stay informed and responsive to Board activities.
- Identifies members who could serve the association in some capacity to carry out the association’s objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Attends all board meetings and a retreat set by the board as an informed and contributing member to guide association direction and facilitate association activities.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.

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Membership Coordinator:

Is appointed to a two-year term, which can be renewed.

- Actively recruits membership in WAEA through a e-blasts, newsletters, postcards, or website.
- Work with conference registration chair to check current membership of registrants.
- Provide members NAEA number or check their membership status when requested.
- Liaison to NAEA to receive updated membership lists.
- Publish the membership form and new members names in issues of the Art Times and/or e-blast.
- Check current membership status for WAEA programs participants.
- Communicates with members whose membership has lapsed.
- Share email membership lists with board members when requested.
- Provide printers with labels of current membership lists when requested.
- Identifies members who could serve the association in some capacity to carry out the association’s objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner. Reports to the treasurer and YAM Chair regional budgetary expenses.
- Contributes an article two times a year for the Art Times newsletter.
- Attends all board meetings and retreat set by the board.

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Advocacy Chair:

Is appointed to a two-year term, which can be renewed.

- Collects and shares information on advocacy strategies for the membership through publications, website, pamphlets and/or mailing.
- Actively advocates for art education as a representative of WAEA at events, organizations or as directed by the Executive Board.
- Works on the Communication Committee and consults and guides the Professional Development Committee to offer Advocacy materials and training to teachers and support program initiatives to keep art in the forefront of the community.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board.
- Contributes articles to guide advocacy actions two times a year for the Art Times newsletter
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Attends all board meetings and retreat set by the Board.

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Youth Art Month Chair:

Is appointed to a two-year term, which can be renewed.

Job summary:

Youth Art Month Chair will organize a state-wide celebration of children's artwork at the Capitol building in Madison, WI during March of each year. The chair will oversee the flag program and commit to Council for Art Education (CFAE) the selection, construction, and finalizing of a state YAM flag to be sent to CFAE offices by mid February of each year. The chair will devise any forms/materials needed to run said programs and submit to the Regional VP's in a timely manner. The chair will report/send materials, forms, date postings and/or photographs to the Webmaster in a timely manner. The chair will collect data on the state celebrations of Youth Art Month and commit to the completing of a YAM digital scrapbook to be sent to nationals by July of each year's celebration. All expenses and collections of fees and/or donations will be sent to the treasurer on official forms in a timely manner. Monthly connection will be made with the WAEA President and President-elect to inform those officers of any problems/solutions and/or general proceedings of tasks involved. A report on proceedings and expenditures will be prepared for the WAEA Board at the end of each year (May). At the beginning of each calendar year the Chair will fill out an application for conducting a WAEA sponsored activity/program and finish an evaluation of said activity/program after completion. The YAM Chair will seek help through the Regional VP's and/or assistance from a variety of art instructors throughout the state as needed to fulfill the requirements of the position.

Summary of essential job functions and timeline below.

Minimum requirements:

- Member in good standing of Wisconsin Art Education Association.
- Computer literate, with high speed access to email/web.
- Ability to write articles for ArtTimes newsletter and Website postings in a timely fashion

Abilities required:

- Creative energies and ability to communicate with others to get the job done.
- Ability to select and designate jobs to other involved parties in order to meet timelines.
- Problem solving skills.
- Ability to carry project through to completion, including CFAE reports & digital scrapbook.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by a WAEA member assigned to this chair position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All persons within the WAEA organization may be required to perform duties outside of their normal responsibilities from time to time, as needed, to continue a smooth operating organization.

Additional information:

| Specific segments of the YAM Chair position with timeline | | |
|---|--|-----------------------------------|
| Specific job item | Brief description | Time/date |
| Application for YAM activities | Fill out application for conducting the YAM flag program and the state YAM exhibit and ceremony. Send copy to WAEA President and President Elect by June of each year. | June |
| Capitol: procurement of rotunda space/date | Communication with the Capitol DOA to procure a date/time/space for state YAM exhibit/award ceremony. Begin application process in early June. | June-August |
| Youth Art Month State Report to CFAE | Compile the state YAM report (for previous year) for the Council for Art Education and submit said report in a timely fashion to the offices in Hanson, MA by that year's deadline. In September of every year, begin the collection process of materials, photographs, news articles, etc. for the following year. | June-July Due August |
| Flag: design & construction | Develop flag information letter and flag blank for designing, send to webmaster for posting, and write article on flag for ArtTimes. Set design deadlines and voting deadline. Order the printed flag. | September January/February |
| Fall conference: YAM display & workshop | Conduct a workshop on YAM activities at the fall conference, prepare packet of information for Regional VP's and conference attendees, prepare YAM brochure for handout at conference. Provide materials for display (ie: flag, forms, buttons, etc.) and handouts of pertinent information for interested parties. | October |
| State Program: Honorary Chair, Speakers and Dignitaries Madison, Capitol | Contact an Honorary Chair, speakers, & other dignitaries for the state YAM program at the capitol, procure speakers and dignitaries for the event. Write letters/phone calls/emails as needed to confirm. | October/December |
| Entertainment: procurement of School/Teacher to provide | Procure a teacher committed to providing the entertainment during the state capitol celebration. Provide them with capitol layout information and keep them posted as to the development. | Sept/Nov March performance |
| Develop materials for that years program needs | Buttons, printed pencils, awards for the differing categories, official letters for each award, corsages for speakers and dignitaries, nametags, posters for schools, etc. (Each | October/February |

| | | |
|---|---|--|
| | chair will have differing needs and ideas in this area and it will change on a yearly basis.) | |
| Procure award donations for Capitol exhibit and contact all previous donors | Contact: DPI, Sax, Nasco, Meemic, Mayor's Office, Vinery, Sargent, Dick Blick, Jack Richeson, Pacon, Governor, etc. | October/January |
| Procure Capitol workers for March reception ceremony | Prepare job lists and contact workers for all positions for the reception ceremony, remain in close contact with the person in charge of the program for transfers and revisions of regional lists for the program. | January/February |
| Prepare pages for the capitol program | *Email the prepared pages for the program for final layout to be sent to printer. | February (mid) |
| Publicity: | Prepare and send out press releases for use by Regions, etc. Contact local newspapers, TV, radio stations, etc. Keep records and do news clipping service from (mid Jan through late April) | January/March |
| Advocacy: | Prepare letter for all legislators and either send via USPS or email to each office/do postcard campaign. | January/February |
| Endorsements Proclamations | Procure endorsements and proclamations from various dignitaries throughout the state. Post samples to the website and send to all Regional VP's. | January/February |
| Prepare information displays for capitol | Prepare materials for information board display at capitol rotunda, procure photos and bios of speakers, etc., mat flag designs for flag display, photo and information on student backdrop designers and entertainment. | Late February |
| Set-up Capitol Exhibit Selection of Awards Hold Ceremony Break down of exhibit | Transport panels from WAEA storage unit to Capitol and set-up exhibit on a Sat. morning, have jurors present to select awards for DPI, SAX, Nasco, WT Graham, program cover, etc. After ceremony, transport panels back to WAEA storage unit, clean up rotunda area at capitol. See that all award packets and work is taken by Regional VP's or take to mail out. | Late February/ Early March March ceremony |
| Thank You Letters | Write thank you letters to all concerned: speakers, Honorary Chair, donors, ceremony workers, etc. | March/April |

| | | |
|---------------------------|--|---------------------|
| Report | Share the digital scrapbook with board members. | End of May/ June |
| Meetings: of WAEA Board | Attend all required WAEA Board meetings throughout the year and prepare a report on activities to date for each meeting | Throughout year |
| ArtTimes: articles on YAM | Prepare and write two articles on YAM activities for the Art Times, submit along with photographs in a timely fashion to editor. | Throughout year |
| WAEA Website | Send materials to the WebMaster for posting: include all forms, letters, maps, etc. for the YAM celebrations | Throughout year |
| | Send quarterly articles and photos for inclusion on the Web pages regarding current YAM activities | Throughout year |
| Term completion | Put all materials together, run inventory, gather 6 regional boxes of materials and deliver all materials to successor | End of 2 year term |

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Term



Visual Arts Classic Chair Duties

Wisconsin Art Education Association

Visual Arts Classic Chair:

Is appointed to a two-year term, which can be renewed.

- This is a leadership role, which represents the Visual Arts Classic (VAC) student activity. This person serves on the WAEA board to communicate between the coaches and students of VAC and WAEA.
- Attends three board meetings and one retreat a year.
- Provides a report at board meetings when appropriate and at the end of the year.
- Contributes articles four times a year for the Art Times newsletter that address the current topic and/or VAC updates.
- Checks and communicates on email, website, and other digital media as designated by the WAEA. Provides updates to the VAC website and blog in a timely manner keeping Regional Chairs and Coaches informed on events, opportunities and news.
- Facilitates a network between Regional Chairs, VAC Coordinators and Coaches so that they communicate and have mutual support within this WAEA supported student event.
- Coordinates and organizes the state VAC competition while supplying support and guidance to the Regional Chairs with the planning of their events.
- Nurtures subsequent leadership for transition into specific VAC positions including, but not limited to: State Chair, Prompt Chair, Quiz Bowl Chair, Registration Chair, and Regional Chairs.
- Advocates for involvement in VAC.
- Committee leader for the Student Events, which focuses on VAC and Visioneers updates, as well as other activities assigned by the WAEA president that are not directly under the responsibilities of Student Events YAM.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.



Historian and Social Media Chair

- Checks communication on email and websites to stay informed and responsive to Board activities.
- Maintains WAEA Website, Facebook, Instagram and Twitter accounts.
- Actively recruits membership in WAEA at conferences and professional meetings.
- Identifies members who could serve the association in some capacity to carry out the association's objectives. Nurtures subsequent leadership for transitions to the Board in their region.
- Communicates concerns or ideas to WAEA Executive Committee.
- Contributes articles two times a year for the Art Times newsletter that address concerns and topics of interest to their division.
- Attends all board meetings and a retreat set by the board as an informed and contributing member to guide association direction and facilitate association activities.
- Submits any bills or payments with accompanying official WAEA Treasurer vouchers to the Treasurer in a timely manner.
- Advocates for art education as a representative of WAEA.
- Attends all board meetings and a retreat set by the board.

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