

IV. Job Descriptions and Responsibilities

(from the TAEA Policies & Procedures)

DUTIES OF THE PRESIDENT (elected)

Reports to: President, Executive Director & Executive Board

Purpose:

1. Serves as a voting member on the Executive Board, the Executive Council, and the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Provide the vision and the leadership for the TAEA Board, Executive Council and Council-at-Large and work diligently to be the role model for the association.
4. Develop and maintain a plan of operation to accomplish the established goals of the Texas Art Education Association.

Responsibilities:

1. Determine the dates, times, and locations for all Executive Board meetings and serve as Chairperson.
2. Notify of and prepare the agenda for all Executive Board, Executive Council and Council-at-Large meetings, receiving input from Board and Council members.
3. Communicate to administrators for Council-at-Large members regarding members' involvement in TAEA, attendance at the annual conference and the spring meeting held in conjunction with the YAM Exhibit.
4. The President sees that an up-to-date record is kept of the names and addresses of the Council-at-Large. The President notifies all TAEA members of the annual conference
5. Appoint all ex-officio members (i.e. VASE Director, Commercial Exhibitors Director, Electronic Gallery Chair, and National Art Honor Society Chair), all standing and special committee chairpersons with the exception of the Conference Planning Committee, Conference Site Committee, and Youth Art Month Committee. Notifies them of Council-at-Large meetings and distributes information pertaining to committee tasks and association business.
6. Maintain communications with other professional associations (such as CEDFA, TCA, TCQAE, NAEA, and TEA).
7. Inform membership of association activities through reports in each issue of the STAR Newsletter.
8. Serve as ex-officio member of all standing and special committees.
9. Work with the Executive Director to solicit and contract future conference sites.
10. Serve as administrator of annual conference during the 1st year term of office. During the 2nd year of office, the President advises the President-elect, who is the operational manager of the annual conference.
11. Prepare a report for the NAEA Western Region meeting and a column in each issue of the NAEA newsletter publication when required.
12. Preside over all meetings for the annual fall conference and at the spring meeting, held in conjunction with the Youth Art Month Exhibit at the Capitol in Austin.
13. Responsible for registering for all conferences & attend: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference

14. The President monitors the election process and notifies all candidates of the election results through email and a written letter of congratulations. The President also sends letters to the candidates who do not win.
15. Attends the National Art Education Association conference yearly and the NAEA Western Region Summer Conference as well.
16. At the National Art Education Association yearly conference, the President provides congratulatory gift for any Texas national Award winner.
17. Serve on VASE Blue Ribbon Board for the term of office.

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Postage
3. Itemized phone bill
4. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts)
Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events as specified by President, additional meetings as requested by the President

DUTIES OF THE PRESIDENT-ELECT (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Serves as a voting member of the Executive Board, the Executive Council, and the Council- at-Large.
2. Serves as member of the Budget Committee.
3. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.

Responsibilities:

1. The first year of the President-elect's term shall be a training year.
2. In the absence of the President, the President-elect performs the duties of the President.
3. Writes a report/column for the STAR newsletter upon return from the national conference and/or writes other articles as requested.
4. Sends copies of all correspondence to the President and Executive Director.
5. Writes a "Summary of Activities" report and sets goals for the following year. These two reports are sent to TAEA Headquarters for the Annual Report, which is presented at the conference.
6. Prepares an either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Responsible for registering for all conferences attended: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
8. Assists in determining a host city for upcoming conferences. Generally, two-three years in advance of each conference, the President, Executive Director, and President-elect visit prospective hotels to make selections and recommendations for final selection of a conference site.
9. Works with the President, Executive Director and hotel/convention center management to secure and sign a contract beneficial and conducive to the conference agenda and needs of the association membership.
10. Is responsible for upkeep of the Policies and Procedures Manual. Examines existing policy and procedures and makes recommendations for the Executive Board's consideration and approval, culminating in revisions to policies and procedures that reflect current practices. Accurately updates the Policies & Procedures Manual with Executive Board approve additions, deletions, and edits. Provides the President and Executive Director an updated copy of the Policies & Procedures Manual one month prior to the summer meeting of the Executive Board. After the President's and Executive Director's approval of the updated version of the Policies & Procedures Manual prior to the summer Executive Board meeting, the Chair will present the Manual to the Board for review and acceptance at the summer Executive Board meeting.
11. Orders and presents a gift (\$125 limit) to the President upon completion of the office.
12. Orders and presents a gift (\$75 limit) to the local conference chair(s).

During this first year of office, the President-elect shall:

- observe all activities of the President and Executive Board to learn about the operational procedures of the association.
- be included in on all planning sessions with the local conference committee and all sessions with the hotel/convention center personnel.
- plan the TAEA Spring Meeting in collaboration with the Youth Art Month celebrations.

- serve as an alternate to the Delegate's Assembly of the National Art Education Association Conference.

During the second year, the President-elect is the Operational Manager of the Fall Conference, and shall:

- organize the annual conference with the help of the President and the Executive Director.
- oversee the conference budget.
- work with the webmaster and TAEA Headquarters concerning online conference registration.
- assist in the selection of a conference chair or co-chairs.
- schedule conference meetings with the conference site chair(s) to stay informed on all matters of the conference.
- work closely with the local chair, local committee, and hotel/convention center management who are responsible for carrying out the mechanics of the conference.
- work with Division chairs to solicit proposals for workshops and presentations from the membership electronically or through the STAR.
- review, for approval, proposed workshops and presentations along with the President, Executive Director and committee members designated for this purpose.
- insure the conference chair(s) accept the following responsibilities for their administrative presidential year:
 - determine the theme of the conference
 - have a theme logo designed
 - appoint committee chairs and select committee members for all conference job categories (or have teachers sign-up for committees).
 - plan and schedule large planning sessions with committees
 - select speakers for the three General Sessions with approval from the Executive Board and secure a "Letter of Understanding" from each.
 - issue invitations to speakers for General Sessions
 - secure conference workshops and other learning events for the conference (off-site experiences, museum tours, etc.)

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts)

Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events as specified by President, additional meetings as requested by the President

DUTIES OF THE PAST PRESIDENT (elected)

Report to: President, Executive Director, & Executive Board

Purpose:

1. Advises the President/Executive Board as directed by the President.
2. Chairs the Budget Committee.
3. Chairs the Officer Nomination Committee.
4. Delegate at the NAEA Conference for first of the two years.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attend all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Establish a Budget Committee that shall include the Past President, the Treasurer, and three additional members appointed by the President.
4. Request and acknowledge written budget requests from officers and committee chairpersons at the TAEA Spring Council-at-Large meeting.
5. Instruct the Budget Committee to collaborate with the Treasurer to develop a workable annual budget. The Budget Committee shall develop a workable budget that includes requests and projected income information from members of the Council-at Large.
6. The Budget Committee Chairperson and the Treasurer shall prepare and distribute copies of the budget for consideration and initial approval by the Executive Board and the Council-at-Large at the annual fall conference. Final approval of the budget will be established at the spring meeting.
7. Responsible for registering for all conferences attended: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
8. Establish an Officer Nomination Committee that shall consist of the Past President and active TAEA members from as many TAEA areas as possible. The Officer Nomination Chair shall appoint members for the purpose of preparing a balanced ballot of nominees during the calendar year preceding elections. The Nomination Committee will follow the time table for elections guidelines.
9. Create Nomination Forms requesting the following information:

Nominee Forms

- a. Commitment to Serve Resume/Vita (list of qualifications)
 - b. Vision Statement
 - c. Digital Photo
 - d. 2 Letters of Recommendation for Executive Board positions only.
10. The Officer Nomination Chairperson shall be responsible for collecting nomination forms before April 1 the year of the election.
 11. The Officer Nomination Chairperson shall create a collection of potential officer candidates representing all areas of Texas. This ballot should be completed by the second week in June.
 12. The Officer Nomination Chairperson shall insure nominees are provided with all information and forms in a timely manner.
 13. The Officer Nomination Chairperson collects all nominee information and prepares the official ballot during the early summer and then submits the ballot to the President and Executive Board for review and approval before the second week of July.

14. After review and approval, the ballot is immediately sent to the office manager to be placed online for voting. Electronic notifications are sent out to membership by the office manager inviting them to vote online. Voting deadline is midnight the last day of September.
15. The Officer Nomination Chairperson shall provide the President with the names of elected members within seven days of receiving election results. The Past President shall notify the Executive Board, Executive Director, all nominees, and elected officers within seven days of receiving the official results. The Past President will also contact (through letter or email) all superintendents, principals, and/or supervisors, deans and administrators of the newly elected official to announce their election to the TAEA position and congratulating them.
Possible letter content:

Dear Administrator,

I would like to congratulate you for having an excellent art educator on your staff. *Officer Name* has recently been elected to serve as the Texas Art Education Association's *Officer* for the 2012-2013 term. TAEA is *number of members* strong statewide and *Officer Name* has shared his/her amazing leadership abilities and his/her outstanding educational skills with the organization and its members. This is evident in his/her election to a state office. We are proud to welcome him/her as an officer and look forward to his/her years of service.

The goal of TAEA is to promote quality visual arts education in Texas. This goal can be achieved by promoting visual arts education as an integral part of educational curriculum, providing professional development in both knowledge and skills, encouraging and promoting the advancement of knowledge and skills, serving as a voice for the art educators of Texas, providing members with service and leadership opportunities, and researching and developing policies and decisions relative to practices and directions in visual arts education. *Officer Name* is an excellent choice to help TAEA achieve these exemplary goals.

Congratulations again. Please pass this congratulation on to any entity within your organization that honors achievement.

16. The Past President notifies the newly elected TAEA officer's school, school district, university or museum of the new honor and prepares a news release for media coverage.

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipt)
Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events and additional meetings as requested by the President.

Timetable for Election of TAEA Officers

The Past President establishes an Officer Nomination committee that shall consist of the Past President and active TAEA members from as many TAEA areas as possible. The Officer Nomination Chair (Past President) shall appoint members for the purpose of preparing a balanced ballot of nominees during the calendar year preceding elections. The actual nomination process begins during the second year of the Past President's term.

November

During the Council-at-Large (CAL) meeting, the Past President appoints one member from each TAEA Area to the Officer Nomination committee. These committee members shall begin to solicit nominations from their areas.

January	The Past President/Management Office electronically notifies the general TAEA membership that the officer election process is underway and that nominations are now being accepted. All Nomination and Commitment to Serve forms are sent to the Past President on or before February 15.
February	Past President compiles nomination forms and consults with nomination committee to determine the draft copy of the final ballot.
March	<p>The draft of the final ballot is submitted to the President and the Executive Board for review and approval prior to a call for nominations from the floor at the CAL meeting.</p> <p>The Past President prepares the final ballot and submits it to the President and Executive Board for approval. After review and approval, the ballot and candidate information is immediately sent to the office manager to be prepared for online voting during September.</p>
September	Electronic notifications are sent out to membership by the office manager inviting them to vote online. <u>Voting deadline is midnight the last day of September.</u> The Past President shall provide the President with the names of elected members within seven days of receiving election results.
October	<p>The Past President shall notify the Executive Board, Executive Director, all nominees, and elected officers within seven days of receiving the official results. The Past President will also contact (through letter or email) all superintendents, principals, and/or supervisors, deans and administrators of the newly elected official to announce their election to the TAEA position and congratulating them.</p> <p>TAEA President-elect appoints Council-at-Large Representatives to committees and notifies appointees.</p>
November	Induction of new officers is held at the conclusion of the fall conference.
December	Update website with new officers.

DUTIES OF THE VICE PRESIDENT MEMBERSHIP (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Create and promote membership campaigns.
2. Promote active participation in Division and Area meetings and activities.
3. Promote TAEA membership and work with TAEA headquarters to maintain accurate lists of the TAEA membership.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attend all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Electronically remind members of when their membership is about to expire. Submit information for prospective members to universities, education department chairs, fine arts and art supervisors.
4. Notify TAEA headquarters of individual membership issues
5. Solicit from state art supervisors a list of potential new members.
6. Prepares an either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Coordinate with Area Representatives to promote membership and events for their areas.
8. Promote Membership Development.
 - Brainstorm with Area Representatives methods for identifying non-members.
 - Devise long range plans, with assistance from the Area Representatives, for recruitment of new members and retention of existing members.
 - Keep electronic membership forms updated.
 - Work with incoming Vice President/Membership to create special events/promotions for the annual conference.
9. Recognize new members at the Annual Conference who are first-time attendees (special "first-timer" ribbons).
10. Work with the President and President-elect to secure quality presenters.
11. Monitor the progress of ArtVantage promotions such as: drawing for TAEA membership, conference registration, and other ideas as needed.
12. Work with Vice President YAM and YAM Elect at TASB/TASA conference to promote art education in Texas.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE VICE PRESIDENT-ELECT MEMBERSHIP (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Assist in the creation and promotion of membership campaigns.
2. Promote active participation in Division and Area meetings and activities.
3. Promote TAEA membership and work with TAEA headquarters to maintain accurate lists of the TAEA membership.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attend all meetings of the Executive Council and the Council-at-Large.
3. Attend Executive Board meetings when requested by the President.
4. Assists the Vice President/Membership in all aspects of coordination of membership activities.
5. Assumes duties of Vice President/Membership in his/her absence or resignation. Upon request, travel to events and have input on membership activities.
6. Support and assist the goals and objectives established by Vice President Membership

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF VICE PRESIDENT YOUTH ART MONTH (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

Increase awareness throughout the state promoting the importance of art education and its integral development of a child.

Develops strategies to assist TAEA members to promote art education throughout year and bring recognition to National Youth Art Month.

Select a group of TAEA members who will assist the YAM Chair to organize, select, pack, and exhibit artwork for TAEA sponsored exhibits. This group shall include one representative from the Elementary, Middle School, and High School Division. The YAM Chair shall have the ability to select individuals without Board approval.

Organize, facilitate, and promote the YAM Student Art Capitol and TASB/TASA Exhibits

Promote Youth Art Month observances within the State of Texas.

Represent Texas as Youth Art Month Chair at NAEA conventions.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Educate Council-at-Large Members to promote and develop an increased awareness of YAM throughout Texas.
4. Keep a comprehensive record electronically and in paper form of all contacts, purchases, and budget items. Inventory consumable and non-consumable materials purchased for YAM events.
5. Submit all written communications to the TAEA President before distributing to the TAEA membership.
6. Prepares an either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Document increased levels of YAM participation and celebrations for NAEA Annual YAM Report.
8. Develop an annual YAM informational booklet to be placed online.
9. Post YAM informational booklet on the TAEA website.
10. Organize and present current information at the annual YAM meeting held during the TAEA Conference. This meeting shall be a forum to exchange successful YAM ideas, promote YAM celebrations, and recognize outstanding district YAM observances.
11. Promote the YAM Flag Design contest.
12. Select a winning flag representative from each division. Allow a selection of Council-at-Large members to assist in the juror process to select one flag design to represent Texas at the National YAM Ceremony.
13. Recognize the instructor and student that submitted the winning YAM flag design at the TAEA Conference.
14. Two flags shall be created of the selected YAM flag design. This flag will be kept and used by TAEA; including temporarily shipping it for display at the NAEA Flag Ceremony and Conference. Present a school representative with a YAM flag for display on their campus.

15. Ensure funding is provided by TAEA for Texas YAM Flag Designer and teacher to attend the National Award Ceremony. TAEA shall provide a total amount of \$500.00 for travel.
16. Request a Proclamation recognizing March as Youth Art Month in Texas from the Governor.
17. Sponsor a State YAM Exhibit in which active TAEA members shall be invited to participate.
18. Secure a State Representative to sponsor YAM exhibit and reception
19. Complete required form required to utilize exhibit and reception space in the Capitol Building
20. Disseminate YAM Capitol Exhibit information and requirements through the TAEA website and *STAR* Publication.
21. Invite YAM members to select, prepare, and setup YAM Capitol Student Art Exhibit
22. Notify student exhibitors within 10 days of the selection process of TAEA YAM sponsored exhibit, by sending an official letter to teacher, student, principal, YAM district rep, and superintendent
23. Send all registration fees to TAEA management office within 10 days of exhibits
24. Work closely with the State Preservation Society to coordinate the selection of the Governor's 10 works to be exhibited for one year in the Governor's Business Office.
25. Ensure funding is provided by TAEA for framing of the Governor's 10 works of art.
26. Develop a system to ensure artwork is returned to student after exhibition in the Governor's Office
27. Request donations from vendors to give to students at the YAM Capitol Reception
28. Publish articles that promote YAM through newspapers, radio, and television. Contact local media to cover TAEA student exhibits and promote student art.
29. Return all artwork within 30 days after TAEA YAM sponsored exhibition is taken down
30. Create a certificate of participation for each student that had artwork exhibited in a TAEA YAM sponsored event.
31. Contribute articles and reports to the TAEA Newsletter.
32. Compile and submit the State YAM Report and scrapbook to the National Council of Art Education for consideration of NAEA YAM awards.
33. Coordinate with the State VASE Director to make sure display panels are available for TAEA YAM sponsored student exhibits
34. Perform all duties outlined in the TAEA Constitution and Bylaws.
35. Contact TASB/TASA Exhibit Hall representative in advance to coordinate TAEA Student Exhibit display space and protocol for setup and take down of artwork. Monitors a booth at TASA/TASB and arranges for local student artist's to be onsite during vendor times.
36. Disseminate TASB/TASA information and requirements through the TAEA website and *STAR* Publication to membership.
37. Invite YAM members to select, prepare, and setup TASB/TASA Student Art Exhibit
38. Archive all student release forms for all exhibits. Deliver to TAEA management office every two years.
39. Educate YAM-elect Chair in all aspects of YAM duties. Request YAM-elect Chair to travel to events and have input on YAM activities.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF VICE PRESIDENT-ELECT YOUTH ART MONTH (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

Increase awareness throughout the state promoting the importance of youth art education and its integral development of a child.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Attend Executive Board meetings upon request of the President.
4. Assists the Vice President/YAM in all aspects of coordination of YAM activities.
5. Assumes duties of Vice President/YAM in his/her absence or resignation.
6. Assists the Vice President/YAM in all aspects of coordination of the TASB show.
7. Upon request, travel to events and have input on YAM/TASB activities.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE SECRETARY (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Record all minutes of Executive Board, Executive Council, and Council-at-Large meetings.
2. Document all motions presented (Credential Chair will distribute and collect motions forms from the floor).
3. Record all motions and resolutions (received from the Credentials Chair). Forward to the President and Executive Board for review.
4. Provide copies of current minutes at all Council-at-Large at meetings.
5. Archive original documents at TAEA Headquarters

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attends all meeting of the Executive Board, Executive Council, and the Council-at-Large.
3. Transcribe all minutes. Electronically submit a draft for review to the respective members within three weeks of each meeting.
4. Inform the President of motions that include items to be acted upon.
5. Present minutes from prior meetings at annual conferences and spring meetings. In addition, submit minutes of all Executive Board meetings for approval (TAEA headquarters generates copies). Minutes should be corrected and resubmitted to members in a timely manner.
6. Keep a comprehensive record electronically and in paper form of all contacts, purchases, and budget items. Inventory consumable and non-consumable materials purchased.
7. Submit all written communications to the TAEA President before distributing to the TAEA membership.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE TREASURER (elected)

Reports to: Executive Director, President, & Executive Board

Purpose:

1. Report to the Executive Board, Executive Council, and the Council-at-Large on the financial status of TAEA.
2. Update all officers and chairs of their budget status.
3. Monitor records and present a detailed report at all Executive Board, Executive Council, and Council-at-Large meetings.
4. Monitor all budget regulations and assume the responsibility that all TAEA debts are paid.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Serves as member of the Budget Committee.
3. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
4. Submit all written communications to the TAEA President before distributing to the TAEA membership.
5. Teach all officers about the budget and how to monitor and spend their individual budgets.
6. Distribute Budget Expense Statements to the Executive Board within 2 weeks after receiving them from TAEA Management.
7. Notify the Executive and Council-at-Large of budget updates and account balances at all meetings.
8. Notify the Board of any budget line item that is over approved amount during a fiscal year.
9. Facilitate the "Pass the Hat" activity at the Fall Conference during the First General Session and at the Spring Meeting during lunch for the Scholarship Funds.
10. Ensure at the end of the fiscal year, Board determined profits are transferred to the Building Fund/Permanent Art Fund.
11. Performs all duties as outlined in the Constitution and directed by the President.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

Timetable for TAEA Treasurer

The TAEA Treasurer serves as a member of the Budget Committee. As Treasurer, you are responsible for TAEA Treasurer Notebook, monthly financial reports, update members of the Executive Committee and Council-at-Large on balance of committee amounts. In addition, the treasurer will monitor all budget items and make sure all budget items are being adhered to and all TAEA debts are paid.

Monthly budget information from headquarters is to be forwarded immediately to the Executive Director, President, President-elect, and Past President. The treasurer will read updates and balances at meetings, along with providing hardcopies.

November

As newly elected position you will spend time at state conference with current TAEA Treasurer to obtain detailed outline of duties TAEA Treasurer Manual, and Digital format of Budget. October will be the first monthly statement you

will work with. As New Treasurer-Work with TAEA Management Company to review budget lined items and inquire about areas that need clarification.

December	Complete the November monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Do this twice a month to meet the 30day deadline (15 th and 30 th).
January	Complete the December monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Attend Board meeting if scheduled and provide hardcopies of Balance Sheets for TAEA and VASE, place on one page. Pay close attention to VASE budget as this is the beginning of active reports for VASE.
February	Complete the January monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment.
March	Attend March Board Meeting and Spring Meeting - TBA. Provide CAL a detailed report of records along with copy of VASE and TAEA Balance Sheet. Complete the February monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Provide a proposed budget sheet to CAL members. Bring coffee supplies for meeting.
April	Complete the March monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Make sure insurance is paid in April, contact Management Office for this. Begin making formatting notes for new budget, to include such items as deleting old line items, combining line items, and adding new line items. Remind the Board and CAL members that proposed budget sheets are due for consideration.
May	Complete the April monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Plan contact process with Budget Committee, doing this by email, phone, or meeting.
June	Work closely with Budget committee to develop new budget for upcoming fiscal year (Begins August 1 st). Complete the May monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Also remind Board and CAL members that all budgets with income must be used by July 31. Notify TAEA Management to pay stipends to Commercial Exhibit and VASE Directors. If proposed budget is complete, present to Board for approval.
July 15	If proposed budget has not been approved from previous month, it must be submitted to Board for approval and forwarded to Management office. Inform TAEA Management to pay Building the Future fund if we have enough profits after paying savings and all bills. This money is for building only. Complete

the June monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Send budget to CAL electronically for approval prior to August 31.

- August** Inform TAEA Management to pay CEDFA, TCQAE, and TMEA. Complete the July monthly statement and send electronically to Board Members. This is the last statement for the fiscal year. . Remind CAL and Board Members to submit all reimbursements for payment.
- September** Attend the September Board meeting if scheduled prior to upcoming conference. Complete the August monthly statement and send electronically to Board Members. . Remind CAL and Board Members to submit all reimbursements for payment.
- October** Complete the September monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Prepare reports for the upcoming Conference Board meeting and CAL meeting.
- November** TAEA Annual Conference will be held. Report to CAL the new budget process, review their budgets, and explain the process of spending. Provide CAL a detailed report of records along with copy of VASE and TAEA Balance Sheet.
Assist with registration of Members for Conference and other duties as assigned. Pass the Bag at General Sessions. Bring coffee supplies for meetings.
- Election Year** - Mentor newly elected TAEA Treasurer during election year. Pass the manual to newly elected Treasurer along with digital statements on pen drive. Provide assistance on the different statements, how to read, and special considerations that should be noted. Introduce the newly elected officer to those who they will be working with.

DUTIES OF THE DIVISIONS (elected)

Reports to: President, Executive Director, & Executive Board

Chairpersons will be elected in the following divisions.

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- Student
- Private Schools

Purpose:

Plan, implement, and lead all events, activities, and actions that pertain to their group.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepares an either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Assist the Membership Committee by recruiting new members, maintaining an accurate and current membership list, and encouraging greater participation in divisional meetings.
5. Develop long and short-term divisional goals for inclusion in the annual TAEA Report.
6. Prepare a column for each Star publication detailing information and activities related to the Division.
7. Plan, attend, and chair the Division Meeting at the annual TAEA conference.
8. Obtain Conference Presenters
 - a. Elementary, Middle, and High School division - Solicit 10 presenters
 - b. Supervision/Administration, Higher Ed. And Museum Division-3 presenters
9. Maintain a Division notebook including the following:
 - Membership directory
 - Long and short term goals
 - Policy and meeting minutes
 - Star articles
 - TAEA Constitution
 - Division budget
 - Projects and miscellaneous correspondence
10. Serve as a voting member of the Awards and Nomination Committees.
11. Assist the President in the selection of the Signature Series presenters, arrange the event and monitor the progress of the event. This is for the Elementary, Middle Level and High School Divisions only.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE DIVISION-ELECT (elected)

Reports to: President, Executive Director, & Chairperson of their Division

Chair-elects will be elected in the following divisions.

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- Student
- Private Schools

Purpose:

1. Assist the chairperson in order to learn the responsibilities of the division.
2. Serve for two years as Chairperson-elect and then two years as Chair of the division.

Responsibilities:

1. Attend the TAEA fall conference and spring meeting.
2. Review established goals and initiative planning for the Division.
3. Attends all meetings of the Executive Council and the Council-at-Large.
4. Serves as a voting member of the Executive Council and Council-at-Large.
5. Plan and co-chair the Division meeting at the fall conference.
6. Assist in planning and implementing Divisional Professional Development Retreats (retreat must be self-supporting).
7. Assume the Chairperson's responsibilities in her/his absence or resignation.

Reimbursement:

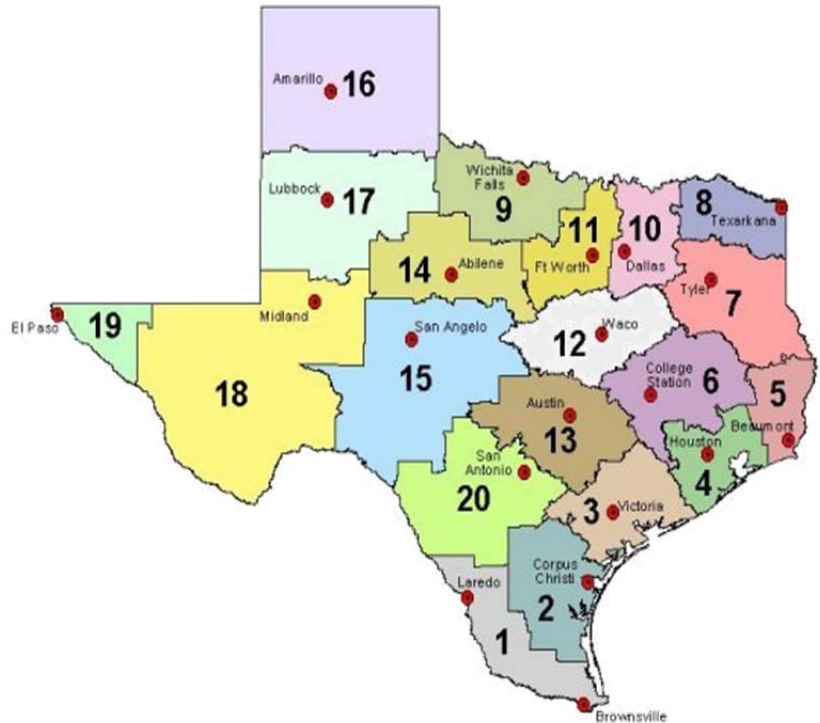
All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE REGIONAL REPRESENTATIVES (elected)

Reports to: President, Executive Director, & Executive Board

One (1) Regional Representative is elected from each of the twenty (20) TAEA/VASE Regions to serve a two-year term:

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11
- Region 12
- Region 13
- Region 14
- Region 15
- Region 16
- Region 17
- Region 18
- Region 19
- Region 20



Purpose:

Increase awareness within their region by promoting the importance of art education and its integral development of children.

Develop strategies to assist TAEA members to promote art education in their region.

Organize, facilitate, and promote the opportunities for professional development activities within their region.

Actively promote, lead and participate in TAEA Programs: Membership, Youth Art Month, Conference, and VASE/TEAM.

Responsibilities:

1. Serve as a voting member of the Council-at-Large.
2. Attend all meetings of the Council-at-Large.
3. Submit all communications to the TAEA President before distributing to the TAEA membership.
4. Submits report for the 2 Council-at-Large meetings and presents it to the CAL if requested by the President.
5. Work with the VP of Membership to recruit new members.
6. Promote growth in art education and unite area art educators by developing new local associations, soliciting presenters/proposals for the annual fall conference, and setting up mini-conferences. Fees may be charged for attendance at mini conferences to cover the cost of the mini conference. Remaining balances from mini conference fees should be used for mini conference-related items and may not be carried over to the next fiscal year.
7. Share concerns from their region with the President, Executive Board and Council-at-Large.

8. Submit an annual report to the TAEA Management prior to the conference each year. This report should briefly outline the year's past activities and future goals of the region.
9. Contribute articles and reports to the TAEA STAR Newsletter and distribute regional flyers.
10. Communicate regularly with local area associations and student chapters at colleges and universities within the region.
11. Communicate Youth Art Month deadlines to regional teachers to promote participation in the YAM flag and scrapbook programs. Report all YAM activities to the YAM-Vice President.
12. Attend and assist YAM VP at YAM Capitol Event.
13. Network and collaborate with regional VASE/TEAM leadership.
14. Serve as an advisory member of the Awards and Nomination Committees if requested.
15. Actively serve as a regional chair for designated conference job assignment given by the President or President-elect.
16. Must exhibit proficiency in electronic communication.
17. For the benefit of TAEA membership, non-performance of duties and/or responsibilities may prompt review and/or replacement by TAEA Executive Board.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.