

Job Descriptions:

EXECUTIVE COMMITTEE (EC):

PRESIDENT [NHAEAPresident@gmail.com]:

1. Sets and communicates board meeting agendas and presides over monthly meetings as well as the annual NHAEA Budget meeting in July.
2. Sets and distributes the NHAEA meeting and events calendar for the upcoming year.
3. Attends NHAEA conferences, NAEA National Convention, and annual NAEA Leadership conferences. Represents New Hampshire at Delegates Assembly at the NAEA National Convention.
4. Serves on (or appoints a representative to serve on) the Advisory Board for The Scholastic Art Awards New Hampshire and attends scheduled meetings.
5. Presents the President's Scholarship at The Scholastic Art Awards of New Hampshire.
6. Is responsible for presenting awards to the Art Educator of the Year at the Fall Conference and NAEA Convention.(or may appoint alternative presenter)
7. Presents awards for other categories such as Inside/Outside of the Profession at the Fall Conference.
8. Creates and presents an annual report on NHAEA activities for NAEA National Convention, NAEA Leadership conferences and other regional communications. Provides New Hampshire specific souvenirs for other national leader attendees (100+).
9. Writes the President's Address for the NHAEA newsletter and website.
10. Encourages timely intercommunication for all NHAEA committees
11. Advocates for Visual Arts education at public events.
12. Works with President-Elect to ensure a smooth transition.

TREASURER [NHAEAtreas@gmail.com]:

Position is reviewed and voted upon by the board, upon submission of application and qualifications. Responsibilities include:

1. Manages the NHAEA budget:

Monthly:

- o make deposits, writes checks and keeps accurate accounting records.
- o prepares and delivers reports for board meetings
- o Is available to answer questions about the financial reports in person, via phone or web conferencing [or any other contact method].

Annually:

- o State non-profit filing and payment of taxes. These records need to be made available for auditing purposes.
2. Attends the annual budget meeting as well as the annual conference(s) (to handle any financial transactions).
 3. Monitors the P.O. box and any electronic transactions:
 - **weekly** during peak membership registrations August, Sept. and Oct.,
 - **bi-weekly** during July
 - **monthly** for the rest of the year (Nov through June)

4. Works closely with necessary chair persons to collect and share information relative to membership dues, conference fees and any other registration fees/income.
5. When the Treasurer is a paid position, this is a non-voting position.

PRESIDENT-ELECT:

1. Trains with the President by attending Executive Committee and Board of Directors' meetings.
2. Conducts meetings in the President's absence.
3. Attends the NHAEA conferences and other NHAEA events.
4. Opportunity to attend the Excellence in Education: EDies Awards.
5. Opportunity to attend the NAEA National Convention, Leadership and Team East Regional conferences.

PAST PRESIDENT:

1. Supports and advises the Executive Committee in terms of policy and provides historical information about the association.
2. Attends the NHAEA conferences and other NHAEA events.
3. Opportunity to attend the Excellence in Education: EDies Awards.
4. Opportunity to attend the NAEA National Convention, Leadership and Team East Regional conferences.

SECRETARY [NHAEAsec@gmail.com]:

1. Attends Executive Committee and Board of Directors meetings.
2. Emails in advance and provides written minutes to the Executive committee prior to all meetings. Additionally, provides written minutes to the Board of Directors prior to full board meetings.
3. Email reminders to the Executive Committee and Board of Directors about agenda items for upcoming meetings.
4. Maintains attendance and records minutes for Executive Committee and Board of Directors meetings.
5. Prepares Professional Development participation forms.
6. Oversees the NHAEA nominating and voting process.

MEMBERSHIP CHAIR [NHAEmembership@gmail.com]:

1. Attends and prepares reports for Executive committee and Board of Directors meetings.
2. Maintains accurate membership records for four consecutive years [current plus 3 prior].
3. Resource for strategizing to recruit/incentivize new and past members.
4. Issues membership cards to members and honorary members with a follow-up communication to each person.
5. Maintains accurate membership home and school postal addresses and email addresses for all current members.
6. Provide mailing labels to the Mailing Agent for bulk mailing purposes.
7. Works closely with the Treasurer and conference committees in filing membership registrations.
8. Provides the most updated membership list as requested.

COMMUNICATIONS CHAIR[S]:

NEWSLETTER EDITOR [NHAEAnews@gmail.com]:

1. Attends Executive Committee and Board of Directors' meetings as needed, in person or via remote access channel like Zoom when necessary, to provide updates and/or ask for a vote on a particular matter. Attends quarterly Board of Directors' meetings.
2. Collaborates with the Executive Committee and Website/Social Media Coordinator on a regular basis.
3. Sends out email reminders relative to information needed and deadline reminders for publication.
4. Collects articles and prepares ARTicles newsletter as directed by the Executive Committee.
5. Provides a draft copy of the newsletter for review by the Executive Committee.
6. Works closely with the Mailing Agent and membership chair for newsletter publication and bulk mailing.

WEBSITE/SOCIAL MEDIA COORDINATOR [NHAEAsocialmedia@gmail.com]:

1. Attends Executive committee and Board of Directors' meetings.
2. Updates the website regularly.
3. Sends out email reminders to the Board of Directors to solicit news to put on the website.
4. Maintains an accurate record that members are completely and correctly filling out Release Forms for the publication of student photographs, artwork, name, grade and school prior to publication.
5. Maintains all social media outlets so they are consistent and current.

MAILING AGENT:

FULL BOARD OF DIRECTORS:

LONG RANGE PLANNING COORDINATOR [NHAELongRangePlan@gmail.com]:

1. Attends Board of Directors meetings.
2. Collects information, reports on trends in Visual Art education, research ideas, and works to recruit/incentivize new and past members in an effort to increase membership.

REGIONAL REPRESENTATIVES [5 COLOR REGIONS]:

1. Acts as a liaison between their designated region and NHAEA Board of Directors.
2. Attends Board of Directors' meetings, in person or via remote access channel like Zoom], reports on the views of the region and votes as their representative at Board of Directors' meetings.
3. Plans educational events/workshops related to their region and sends a report to Secretary prior to each Board of Directors' meeting.
4. Coordinates with membership chair to facilitate regional activities, reaching out to existing and potential new members within the region.
 - a. Annual funds are available for these regional educational workshops.
5. All correspondence relative to NHAEA should be stored in the RegionReps Google drive.
6. Regularly provides the Communications Chair with regional news.

PHOTOGRAPHER [NHAEPHOTOS@gmail.com]:

1. Responsible for photographing/documenting NHAEA events and shares with other Communications Chairs.
2. If they are unable to attend an event, they are responsible for finding a replacement.
3. Attends Executive Committee and Board of Directors meetings as needed.

SAM (Student Art Month) CHAIR (for vote - fall 2024)

1. Attends and prepares reports for Executive committee and Board of Directors meetings.
2. May establish establish a SAM committee
3. Establishes SAM communications with the SAM site contact(s) and the NHAEA members
4. Has the opportunity to hold contests for flags/mascots that relate to SAM events.

DIVISION LEADERS (for vote - fall 2024)

Division Leaders shall be made up of job- alike groups of the membership. These may include: the Division of Elementary Education, the Division of Middle Level Education, the Division of Secondary Education, the Division of Higher Education, the Division of Supervision and

Administration, Teaching Artists and the Division of Museum Education.

Division Leaders are appointed by the NHAEA president.

Typical duties may include:

- A. Coordinating division activities and serving as liaison between division art educators and the NHAEA Board.
- B. Communicating information and concerns between division art educators and the NHAEA Board.
- C. Generating division activities, attending NHAEA Board meetings, reporting on division activities and chairing a division meeting at the NHAEA Annual Conference.

Division Leaders are appointed by the NHAEA president.

EQUITY, DIVERSITY & INCLUSION (ED&I) CHAIR (for vote - fall 2024)

1. Serve as a communication conduit between NHAEA and the NAEA leadership and regarding ED&I-related strategic goals, priorities, and organizational needs (this can include contributing to newsletter updates, online forums, and/or social media).
2. Actively participate in NAEA ED&I available training.
3. Pilot the development of an NHAEA ED&I Team or Commission committed to supporting ED&I work at the state/local level.
4. Gather and share demographic data and information regarding the state's particular needs and composition.
5. Coordinate and facilitate professional learning for state membership (online and/or in person) grounded in the curriculum created by the NAEA Cultural Competency Curriculum Development Team.
 - a. Coordinate statewide ED&I training sessions/workshops
 - b. ED&I will be highlighted in our annual fall conference.
6. Create an ED&I Plan for the NHAEA with measurable goals (this can be brief or detailed).
7. Participate in a Regional NAEA ED&I Cohort (online community via NAEA Collaborate).

ED+I Leaders are appointed by the NHAEA president.

Still to Update:

ART PARTNERS CHAIR

ADVOCACY/OUTREACH CHAIR

RECOGNITIONS CHAIR

Mailing Agent?