



Last Revised 2024

REGIONAL REPRESENTATIVES (V)

1. Serve a two year term of office
2. Represent RIAEA constituents in respective Regions
3. Plan one or more **Sponsored Activity** for Region members annually
4. Align work in Region with association's mission
5. Encourage Region constituents to participate in RIAEA exhibit opportunities
6. Participate and help lead statewide and local YAM activities
7. Be fiscally accountable to approved Regional budget
8. Take a leadership role at state conference under direction of President-elect
9. Assist Conference Chairs with conference work if event is held in your Region
10. Co-Representatives will share responsibilities equally
11. Establish monthly email correspondence with Region members
12. All correspondences with members should include the president elect.

REGIONAL REPRESENTATIVES (V)

REGION 1-BURRILLVILLE, NORTH SMITHFIELD, SMITHFIELD, WOONSOCKET, CUMBERLAND, FOSTER/GLOCESTER, LINCOLN, SCITUATE, JOHNSON, CRANSTON

REGION 2- PROVIDENCE, EAST PROVIDENCE, NORTH PROVIDENCE, PAWTUCKET, CENTRAL FALLS

REGION 3- WARWICK, WEST WARWICK, EAST GREENWICH, WEST GREENWICH, COVENTRY

REGION 4- HOPKINTON, RICHMOND, CHARLESTON, WESTERLY, NORTH KINGSTOWN, SOUTH KINGSTOWN, NARRAGANSETT

REGION 5- JAMESTOWN, LITTLE COMPTON, MIDDLETOWN, NEWPORT, PORTSMOUTH , TIVERTON, BARRINGTON, BRISTOL, WARREN,

MEMBERSHIP (V)

Executive Board

1. Edit monthly membership lists. This includes updating email addresses, state assigned regions, and divisions.
2. Prepare specific membership lists for Regional Representatives, Division Chairs, Pre-Service Student Representative and other board members as needed. Also prepare Lapsed Membership lists, and New/Renewing Membership lists as needed.
3. Contact new members with a welcoming letter about the benefits of membership.
4. Contact and invite lapsed members back with a letter about the benefits of membership.
5. Work with the Conference Consultant to identify conference lead presenters that are not members.

Conference Consultant will contact non-members or identify a procedure to follow in ensuring that all lead presenters are members in good standing.

6. Work with the Conference Consultant to identify conference attendees that register as members and are not members in good standing. Work with attendees registered as members not in good standing and NAEA Consultants to resolve problems. Keep the Conference Consultant and RIAEA Treasurer updated on issues and problems. Attempt to resolve problems prior to the opening of registration at the conference.
7. Work with Regional Representatives, Division Directors and Director of Programming as needed to identify presenters and/or attendees membership status for events outside of the annual conference. Verify out of state NAEA members in good standing with NAEA Membership Services as needed.
8. All correspondences with members should include the president.

ELEMENTARY LEVEL (V)

Division Director

1. Serve a two year term of office,
2. Annually solicit nominations for Outstanding Art Educator within your division
3. Organize, support and plan Outstanding Art Educator awards ceremony
4. Survey needs of Elementary Division and report findings to Board
5. Support Elementary activities aligned with RIAEA and NAEA Mission
6. Maintain an electronic directory of all elementary RIAEA Art educators
7. Encourage division members to present at RIAEA annual conference
8. Maintain contact with NAEA Elementary Division Director
9. Maintain outreach via email and/or social media, to all Elementary art educators in RI, identifying yourself as the division director
10. Promote YAM Flag entries and YAM Exhibit art submissions for Elementary level
11. Promote Elementary Level Student Artists of the Month for January and May
12. All correspondences with division members should include the president.

MIDDLE LEVEL(V)

Division Director

1. Serve a two year term of office
2. Annually solicit nominations for Outstanding Art Educator within your division
3. Organize, support and plan Outstanding Art Educator awards ceremony
4. Survey needs of Middle Level Division and report findings to Board
5. Promote membership in the National Junior Art Honor Society
6. Sponsor a National Junior Art Honor Society chapter.
7. Support Middle Level activity aligned with RIAEA and NAEA Mission
8. Maintain an electronic directory of all middle level RIAEA Art educators
9. Encourage division members to present at RIAEA annual conference
10. Maintain contact with all other RIAEA Division Directors
11. Maintain contact with NAEA Middle Level Division Director
12. Maintain outreach to all Middle Level art educators in RI, identifying yourself as the division director
13. Promote YAM Flag entries and YAM Exhibit art submissions for Middle level
14. Promote Middle Level Student Artists of the Month for February and October
15. All correspondences with division members should include the president

SECONDARY (V)	Division Director
<ol style="list-style-type: none"> 1. Serve a two year term of office 2. Annually solicit nominations for Outstanding Art Educator within your division 3. Organize, support and plan Outstanding Art Educator awards ceremony 4. Survey needs of Secondary Division and report findings to the Board 5. Promote membership into the National Art Honor Society 6. Sponsor a National Art Honor Society chapter. 7. Support Secondary activities aligned with RIAEA and NAEA Mission 8. Maintain an electronic directory of all secondary RIAEA Art educators 9. Encourage division members to present at RIAEA annual conference 10. Maintain contact with all other RIAEA Division Directors 11. Maintain contact with NAEA Secondary Division Director 12. Maintain outreach to all Secondary art educators in RI, identifying yourself as the division director 13. Promote YAM Flag entries and YAM Exhibit art submissions for Secondary level 14. Promote High School Level Student Artists of the Month for March and November 15. All correspondences with division members should include the president. 	

PRE-SERVICE REPRESENTATIVE (V)	Division Director
<ol style="list-style-type: none"> 1. Communicate RIAEA news and events to student members and Chapters 2. Distribute information and updates that are pertinent to students 3. Create and present workshops for annual conference 4. Organize pre-service student teachers to assist at preservice conference table throughout the conference 5. Coordinate volunteers for the student table at conferences to provide information and hospitality. 6. Conduct a pre-service division meeting during the conference homeroom/division meeting time 7. Maintain regular contact with the RIAEA Higher Ed Division director 8. Establish contact with conference chairs during the spring prior to the fall conference 9. Prepare and distribute supportive materials at annual conference 10. Communicate with NAEA pre-service division 11. Work as a liaison of pre-service members and bring concerns to the board 12. Establish regular correspondence with Pre-Service members and local NAEA Student Chapters 13. All correspondences with members should include the president, Higher Ed and Supervision Division Directors 	

MUSEUM EDUCATION (V)	Division Director
<ol style="list-style-type: none"> 1. Serve a two year term of office 2. Annually solicit nominations for Outstanding Art Educator award within your division 3. Survey needs of Museum Education Division and report findings to the Board 4. Encourage membership in RIAEA/NAEA to all museum educators in RI 5. Support Museum Education activities aligned with RIAEA and NAEA Mission 6. Maintain an electronic directory of all Museum Education RIAEA Art educators 7. Encourage division members to present at RIAEA annual conference 8. Promote collaborations/partnerships with Division Directors for events. 9. Maintain contact with all other RIAEA Division Directors 10. Maintain contact with NAEA Museum Education Division Director 11. Maintain outreach to all Museum Education art educators in RI, identifying yourself as the division director 12. All correspondences with division members should include the president. 	

SUPERVISION AND ADMINISTRATION (V)	Division Director
<ol style="list-style-type: none"> 1. Serve a two year term of office 2. Annually solicit nominations for Outstanding Art Educator award within your division. 3. Align work with constituents in Division with NAEA and RIAEA Strategic Plan and Agenda 4. Represent field of art education through supervision and administration and issue report to Board 5. Support Higher Education Division Director with the RIAEA Preservice Representative selection process 6. Mentor Pre-Service Representatives 7. All correspondences with division members should include the president. 	

RETIRED (V)	Division Director
<ol style="list-style-type: none"> 1. Serve a two year term of office 2. Annually solicit nominations for Outstanding Art Educator award within RIAEA 3. Align work with Retired art teachers in Commonwealth with NAEA/RIAEA Strategic plan and Agenda 4. Contact Retired art educators in the Commonwealth 5. Develop resources for successful teaching methodologies 6. Mentor new teachers 7. All correspondences with members should include the president. 	

ADVOCACY/PUBLIC RELATIONS (V)	Standing Committee
<ol style="list-style-type: none"> 1. Chair and create an Advocacy Committee 2. Develop a plan of action aligned with NAEA/RIAEA Strategic Plan, Agenda and State Standards. 3. Work with the Board to design a RIAEA Advocacy project that is aligned with NAEA/RIAEA Strategic Plan and Agenda. 4. Distribute Advocacy Materials/research to Board Members for distribution. 5. Participate in statewide Advocacy efforts with other arts organizations 	

6. Provide newsletter with relevant advocacy information Website
 7. Communicate with the public using prepared statements written by the Advocacy Committee to acknowledge the support of arts education.
 8. Maintain the advocacy tab on our parent website.
 9. Work with state leaders to initiate, contribute, and support policy agenda.
- All correspondences with members should include the president.

SPECIAL NEEDS IN ART EDUCATION (SNAE) REPRESENTATIVE (V)	INTEREST GROUPS
<ol style="list-style-type: none"> 1. Gather and share resources related to SNAE and report to the Board 2. Informs Board of new legislation and professional development opportunities in field 3. Maintain communication with the NAEA SNAE Interest Group 4. Maintain communication with regional RIAEA SNAE members 5. Informs Board of new legislation and professional development opportunities in field 6. All correspondences with members should include the president. 	

EQUITY, DIVERSITY, AND INCLUSION REPRESENTATIVE ED&I (V)	INTEREST GROUPS
<ol style="list-style-type: none"> 1. Represent equity, diversity, and inclusion concerns and report to Board 2. Gather and share resources related to ED&I 3. Identify issues within area 4. To develop and/or promote resources and learning opportunities that support equity in the field 5. All correspondences with members should include the president. 	

ART EDUCATION AND TECHNOLOGY (AET) REPRESENTATIVE (V)	INTEREST GROUP
<ol style="list-style-type: none"> 1. Gather and share resources related to AET and report to the Board 2. Advise Board on current technology trends aligned with NAEA and other state art association websites 3. Assist Board with technology issues 4. All correspondences with members should include the president. 	

COMMUNITY ARTS CAUCUS (CAC) REPRESENTATIVE (V)	INTEREST GROUP
<ol style="list-style-type: none"> 1. Gather and share resources related to CAC and report to the Board 2. Advise Board on ways to foster the advancement of art education outside of schools, in community settings, and for school-community partnerships 3. Establish regular correspondence with local RI community arts partners and RIAEA 4. All correspondences with members should include the president. 	

DESIGN ISSUES GROUP (DIG) REPRESENTATIVE (V)	INTEREST GROUP
<ol style="list-style-type: none"> 1. Gather and share resources related to DIG with our membership 2. Represent DIG concerns and report to the Board 3. All correspondences with members should include the president. 	

EARLY CHILDHOOD ART EDUCATORS (ECAE) REPRESENTATIVE (V)	INTEREST GROUP
<ol style="list-style-type: none"> 1. Report on ECAE work to Board at quarterly meetings 2. Advise association on work aligned with ECAE and report to the Board 3. Review Strategic Vision of association and make recommendations 4. Inform State Associations and NAEA of current issues and research relevant to the area of early childhood education. 5. Develop materials and provide information about appropriate art education practices for the early childhood years 6. All correspondences with members should include the president. 	

INDEPENDENT SCHOOL ART EDUCATION (ISAE) REPRESENTATIVE (V)	INTEREST GROUP
<ol style="list-style-type: none"> 1. Gather and share resources related to ISAE and report to the Board 2. Providing opportunities for development of relationships among independent school educators within each state and as a nation 3. Maintain communication with the NAEA ISAE Interest Group 4. Maintain communication with regional RIAEA ISAE members 5. Inform professional development opportunities in field 6. All correspondences with members should include the president 	

(V)= voting position