

# **JOB DESCRIPTIONS (R:3/11)**

## **EXECUTIVE DIRECTORS:**

### **President:**

1. Sets the meeting agenda for monthly Executive Directors' meetings and quarterly Board of Directors' meetings.
2. Presides over the monthly Executive Director's meetings and quarterly Board of Directors' meetings.
3. Attends the NHAEA Fall Conference, NAEA National Convention, and Team East Region Retreat each year.
4. Represents New Hampshire at Delegates Assembly at the NAEA National Convention.
5. Attends the Annual Members' Reception, Art Allstate Reception, Excellence in Education Awards.
6. Opportunity to serve on the Art Allstate Interview Committee.
7. Serves on the Advisory Board for The Scholastic Art Awards New Hampshire and attends scheduled meetings.
8. Presents the President's Scholarship at The Scholastic Art Awards of New Hampshire.
9. Presents awards to the Art Educator of the Year at the Fall Conference and NAEA Convention.
10. Prepares and photocopies NHAEA handouts for NAEA National Convention and Team East Region Retreat.
11. Presents award for the Inside/Outside of the Profession at the Fall Conference.
12. Presides over the annual NHAEA Budget meeting in July.
13. Writes articles for the NHAEA newsletter and web site and submits articles upon request to NAEA.
14. Conducts follow-up communication with all NHAEA committees on a regular basis.
15. Conducts follow-up communication with all Regional Vice-Presidents and Council Members.
16. Oversees the NHAEA nominating and voting process.
17. Advocates for Visual Arts education at public hearings.
18. Communicates to NHAEA membership throughout the state via email.
19. Maintains their NHAEA binder and brings it to each meeting.
20. This same binder will be used during the tenure as President and Past President.
21. Works within their allotted amount that is budgeted annually.
22. Trains the President-Elect.

### **President-Elect:**

1. Obtains and maintains their NHAEA binder and brings it to each meeting.
2. This same binder will be used during the tenure as President-Elect, President and Past President.
3. Trains with the President by attending monthly Executive Directors' and quarterly Board of Directors' meetings.
4. Conducts meetings in the President's absence.
5. Attends the NHAEA Fall Conference, Annual Members' Reception, and Art Allstate Family Reception.
6. Opportunity to attend the Excellence in Education: EDies Awards.
7. Opportunity to attend the NAEA National Convention and Team East Region Retreat.

### **Past President:**

1. Maintains their NHAEA binder and brings it to each meeting.
2. Supports and advises the Executive Directors in terms of policy and provides historical information about the association.
3. Attends monthly Executive Directors' meetings and quarterly Board of Directors' meetings.
4. Arranges and attends the Annual Members' Reception.
5. Attends the Fall Conference, Art Allstate Family Reception and the Excellence in Education: EDies Awards.
6. Returns the NHAEA binder and archival contents upon ending their duties as Past President to the Secretary.

# **JOB DESCRIPTIONS (R:3/11)**

## **EXECUTIVE DIRECTORS:**

### **Secretary:**

1. Attends the monthly Executive Directors and quarterly Board of Directors' meetings.
2. Emails in advance and provides written minutes to the Directors prior to all meetings.
3. Emails reminders to Executive Directors' and Board of Directors' about upcoming meetings and events.
4. Maintains binder with archival papers of committee reports, publications, regional reports, newsletters and minutes.
5. Maintains attendance records for Executive Directors' meetings and Board of Directors' meetings.
6. Finalizes the NHAEA meeting and events calendar for the upcoming school year.
7. Prepares and photocopies Staff Development Forms and other handouts for Fall Conference, Annual Reception and other events.
8. Organizes all Board of Directors' binders for distribution.
9. Collects all Board of Directors' binders upon a director's ending their designated dutie.
10. Organizes the Art Educator of the Year Award for the Excellence in Education: EDies Award and NAEA National Convention.

### **Treasurer:**

1. Attends and prepares reports for the monthly Executive Directors' and quarterly Board of Directors' meetings.
2. Manages the NHAEA budget on a monthly basis by making deposits, writing checks and keeping an accurate accounting book register.
3. Works closely with the Membership Director collecting membership dues, Fall Conference and any other events' committees regarding registration fees and forwarding paperwork/registrations to them.
4. Works closely with the designated Fiscal Agent/Tax Preparer for submitting the necessary paperwork for tax purposes.
5. Collects and keeps receipts and reimbursements forms on file for tax purposes.
6. Permits their home address to be used for bulk mailing's return address on all NHAEA publications.

### **Membership Director:**

1. Attends and prepares reports for the monthly Executive Directors' and quarterly Board of Directors' meetings.
2. Maintains accurate membership records for four consecutive years.
3. Issues membership cards to members and honorary members with a follow-up letter to each person.
4. Maintains accurate membership home and school postal addresses and email addresses.
5. Emails membership regarding upcoming events in a timely manner.
6. Provide mailing labels to the Mailing Agent for bulk mailing purposes.
7. Works closely with the Treasurer and Fall Conference committee in filing membership registrations.
8. Provides Regional Vice-Presidents with their most updated membership list as they request them.

### **Long Range Planning Director:**

1. Attends the monthly Executive Directors' meetings and quarterly Board of Directors' meetings.
2. Obtains and maintains their NHAEA binder and brings it to each meeting.
3. Collects information, researches ideas, and submits written reports as directed by the Board of Directors to increase membership, membership benefits and other related items.
4. Reports on trends in Visual Art education statewide and nationally.
5. Updates the Policy Handbook, Job Description Addendum, Membership Brochure and other documents in a timely manner.
6. Attends the Fall Conference, Annual Members' Reception and other events and interacts with membership.
7. Returns their LRP binder and archival contents upon ending their duties to the Secretary.

# **JOB DESCRIPTIONS (R:3/11)**

## **BOARD OF DIRECTORS:**

### **Regional Vice-Presidents:**

1. Acts as a liaison between their designated region and NHAEA Board of Directors.
2. Attends all quarterly Board of Directors' meetings.
3. Submits a written report on events related to their region at quarterly Board of Directors' meetings.
4. Provides copies of all correspondences relative to NHAEA and submits them to the President and Secretary.
5. Reports on the views of your region and votes as their representative at Board of Directors' meetings.
6. Requests to be placed on the meeting agenda to the President ahead of time.
7. Notifies the President immediately in the event of their absence from the next Board of Directors' meeting.
8. Promotes the NHAEA mission statement and Long Range Planning goals with their region members.
9. Attends as many NHAEA sponsored events as possible.
10. Contacts their region members by phone or email whenever requested to by the Executive Directors.
11. Requests their most updated membership list from the Membership Director whenever needed.
12. Collects school contact information of new art educators in their region for potential NHAEA memberships.
13. Hosts at least one regional workshop and YAM event for their members during the school year.
14. Seeks out a potential membership benefit from your region for all members.
15. Provides the Newsletter Editor and/or the Web Site Manager with one newsworthy item each year.
16. Actively participates on a minimum of one NHAEA committee each year.
17. Submits a completed Reimbursements Form(s) with receipt(s) to the Treasurer before June 30 of each year which clearly states which event this reimbursement is for.
18. Obtains and maintains their region's NHAEA binder and bring it to each meeting.
19. Returns their Regional Vice-President binder and archival contents upon ending their duties to the Secretary.
20. Keeps updated copies and is familiar with NHAEA Constitution, Policies, and Job Descriptions.
21. Uses the NHAEA logo for all written correspondences concerning NHAEA.
22. Seeks prior approval from the Executive Directors when using the NHAEA logo with another organization's logo for an event, publication and/or email.
23. Works within their allotted amount that is budgeted annually.

### **Committee Chairpersons: *includes Art Advocacy & Public Relations, Art Educator of the Year, all Awards, Fall Conference & Institutional Memberships, Receptions, Scholarships, The Scholastic Art Awards of NH, and Youth Art Month.***

1. Attends quarterly Board of Directors' meetings.
2. Attends monthly Executive Directors' meetings as needed.
3. Dialogues with the Executive Directors for direction and goals of their committee.
4. Obtains a Committee Binder from the Secretary, maintains the binder and brings it to each meeting.
5. Is familiar with NHAEA Constitution, Policies and Job Descriptions.
6. Submits a list of member names that are on their committee to the President.
7. Submits committee minutes to the President and Secretary for record keeping.
8. Presents committee reports to the Board of Directors.
9. Provides adequate time for Public Relations to submit press releases.
10. Provides adequate time for Photographer to attend or arrange coverage prior to the event.
11. Submits an article(s) about their event to the Newsletter Editor and/or Web Site Manager for publication.
12. Provides adequate time for Mailing Agent to print and mail out postcards, brochures, etc. prior to an event.
13. Completely and correctly fill out a Release Form that can be downloaded from the web site prior to publication of photographs of students, artwork, name, grade and school and submits to the web site.
14. Returns their committee binder and archival information upon ending their responsibilities to the Secretary.
15. Uses the NHAEA logo for all written correspondences.

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# **JOB DESCRIPTIONS (R:3/11)**

## **BOARD OF DIRECTORS:**

### **Committee Chairpersons (Continued):**

16. Seeks prior approval from the Executive Directors if NHAEA logo is to be used with another organization's logo to an event, publication and or email.
17. Promptly submits Reimbursement Form(s) with receipt(s) to the Treasurer before June 30 of each year which clearly states which event this reimbursement is for.
18. Works within their allotted amount that is budgeted annually.

### **Council Members: includes NH Council on the Arts, NH State Department of Education, Museum Education and Higher Education.**

1. Acts as a liaison between their area of expertise and NHAEA.
2. Networks with others to help NHAEA meet its mission statement and Long Range Planning goals.
3. Attends all quarterly Board of Directors' meetings.
4. Is prepared to present an oral report.
5. Submits written report(s) regarding issues and concerns related to NHAEA and Visual Arts education to the Board of Directors at each meeting as needed.
6. Submits copies of all correspondences concerning NHAEA to the President and Secretary for record keeping.
7. Opportunity to request donation from NHAEA in situations that concern Visual Art education in NH.
8. Promptly submits Reimbursement Form(s) with receipt(s) to the Treasurer before June 30 of each year which clearly states which event this reimbursement is for.
9. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
10. Is familiar with NHAEA Constitution, Policies and Job Descriptions.
11. Uses the NHAEA logo for all written correspondences on behalf of NHAEA and submits a copy to the Executive Directors for prior approval.
12. Seeks prior approval from the Executive Directors if NHAEA logo is to be used with their organization's logo for an event, publication and/or email.
13. Returns their binder and archival information upon ending their responsibilities to the Secretary.
14. Works within their allotted amount that is budgeted annually.

### **Fiscal Agent/Tax Preparer:**

1. Prepares and/or submits taxes on behalf of NHAEA annually.
2. Works closely with the NHAEA Treasurer.
3. Is familiar with NHAEA Constitution, Policies, and Job Descriptions.
4. Promptly submits bill/receipt(s) for services to the Treasurer for payment.
5. Advises the Executive Board on tax laws relating to NHAEA's non-profit status.

### **Institutional Memberships Director:**

1. Is a member of the Fall Conference committee and works closely with their committee.
2. Attends all quarterly Board of Directors' meetings and monthly Executive Directors' meetings as needed.
4. Submits a monthly report to the President and Secretary for record keeping.
5. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
6. Updates and prepares the Institutional Membership Brochure annually.
7. Solicits art colleges, organizations and businesses for financial support of NHAEA through written correspondence, email and phone calls.
8. Oversees the set-up and take down of vendor area at the Fall Conference.
9. Uses the NHAEA logo for all written correspondences on behalf of NHAEA.
10. Returns their IM binder and archival information upon ending their responsibilities to the Secretary.
11. Works within their allotted amount that is budgeted annually.

# **JOB DESCRIPTIONS (R:3/11)**

## **BOARD OF DIRECTORS:**

### **Mailing Agent:**

1. Attends quarterly Board of Directors' meetings.
2. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
3. Prepares bulk mailings according to current US Postal Service requirements.
4. Contacts the Membership Director for mailing labels.
5. Works with all committee chairpersons, Regional Vice-Presidents and Council Members to provide timely publications and mailings.
6. Provides Reimbursement Form(s) with receipt(s) to the Treasurer in a timely manner for publication and bulk mailing payment and lists which committee or event that the publication and/or mailing is for.
7. Works closely with the Newsletter Editor for prompt newsletter publication and bulk mailing.
8. Returns the Mailing Agent binder and archival information upon ending their responsibilities to the Secretary.

### **Newsletter Editor:**

1. Attends quarterly Board of Directors' meetings.
2. Attends monthly Executive Directors' meetings as needed.
3. Communicates constantly with the Executive Directors and Web Site Manager on a monthly basis.
4. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
5. Is familiar with the NHAEA Constitution, Policies and Job Descriptions.
6. Collects articles and prepares ARTicles newsletter as directed by the Executive Directors.
7. Sends out email reminders to Board of Directors to solicit articles and reminders of publication deadlines.
8. 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.
9. Provides an advance draft copy of the newsletter for review by the Executive Directors prior to publication.
10. Promptly submits Reimbursement Form(s) with receipts to the Treasurer before June 30 of each year which clearly states which event this reimbursement is for.
11. Works closely with the Mailing Agent for prompt newsletter publication and bulk mailing.
12. Works within their allotted amount that is budgeted annually.
13. Returns the Newsletter Editor binder and archival information upon ending their responsibilities to the Secretary.

### **Photographer:**

1. Attends the quarterly Board of Directors' meetings.
2. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
3. Is familiar with NHAEA Constitution, Policies, and Job Descriptions.
4. Uses the NHAEA logo for all letters and other correspondences on behalf of NHAEA. Use of another organization's logo along with NHAEA must have prior approval from the Executive Directors.
5. Promptly submits reimbursement forms with receipts to the Treasurer before June 30 of each year which states committee the reimbursement is for.
6. Works within the allotted amount that is budgeted annually.

### **Web Site Manager:**

1. Attends the quarterly Board of Directors' and monthly Executive Board of Directors' meetings as needed.
2. Works closely with the Executive Directors and the Newsletter Editor.
3. Obtains a binder from the Secretary, maintains the binder and brings it to each meeting.
4. Is familiar with the NHAEA Constitution, Policy Handbook and Job Description Addendum.
5. Updates the web site regularly as directed by the Executive Directors.
6. Sends out email reminders to the Board of Directors to solicit news to put on the web site.
7. 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.

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## **JOB DESCRIPTIONS (R:3/11)**

### **BOARD OF DIRECTORS:**

#### **Web Site Manager (continued):**

8. Promptly submit reimbursement forms with receipts to the Treasurer before June 30 of each year which clearly states what the reimbursement is for.
9. Returns the Web Site Manager binder and archival information upon ending their responsibilities to the Secretary.
10. Work within the allotted amount that is budgeted annually.

#### **Notes:**

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