



## **MAEA JOB QUALIFICATIONS AND JOB DESCRIPTIONS**

### **TABLE OF CONTENTS [Revised 12-2011]**

#### **1.0. Job Qualifications**

1.1. President Elect	3
1.2. Vice President	3
1.3. Secretary	3
1.4. Membership Secretary	3
1.5. Treasurer	3
1.6. NAEA Delegate	3
1.7. Division Chairs Liaisons	4
1.8. Liaisons	4

#### **2.0 Job Descriptions**

2.1. President	4
2.2. President Elect	5
2.3. Vice President	5-6
2.4. Past President	6
2.5. Secretary	6
2.6. Membership Secretary	6-7
2.7. Treasurer/ MAEA Finances	7
2.8. Treasurer Duties without a Bookkeeper	7-8
2.9. Treasurer Duties with a Bookkeeper	8
2.10. NAEA Delegate	8

#### **3.0. Job Descriptions for Contracted/ Ad Hoc Positions**

3.1. Bookkeeper	8-9
3.2. Bookkeeper Duties	9
3.3. Executive Secretary and Communications	9-10

#### **4.0 Job Descriptions for Council Positions**

4.1. Liaisons	10
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4.2. Elementary, Middle, Secondary, Higher education Division Chairs	10
4.3. Historian	10
4.4. Technology	10
4.5. Student Representative	10
4.6. Exhibit Chair	10
4.7. Award Chair	10-11
4.8. Art Acquisitions	11
4.9. Vendor Coordinator	11
4.10. MYAF	11-12
4.11. YAM/ Advocacy	12
4.12. Museum	12
4.13. Multi-Ethnic	12
4.14. Kids and Clay	12
4.15. Summer professional Development	12-13
4.16. Retired Division Chair`	13
4.17. Conference registration Team	13-14

## **5.0. Timelines**

5.1. President	14-15
5.2. President Elect	15-16
5.3. Past President	16-17
5.4.Vice President	17
5.5. Secretary	17-18
5.6 Membership Secretary	18
5.7. Treasurer	18-19
5.8. Awards Chair	19
5.9. Vendors Coordinator	19
5.10. Museum Chair	19-20
5.11. YAM/ Advocacy	20-21
5.12. MYAF Chair	21-22
5.13. Retired Division Chair	22
MAEA Communications Flowchart	23

## **1.0. JOB QUALIFICATIONS FOR ELECTED POSITIONS**

### **1.1. PRESIDENT ELECT JOB QUALIFICATIONS:**

The candidates for President Elect will be members of MAEA. They will have good leadership skills as exhibited in other positions on the MAEA Council or Board, or in positions in their school district or community arts organizations. First and foremost, this person must have good people skills, showing respect for others, and experience in dealing with a predominately volunteer organization. This candidate must be able to work with people of diverse ideas and effectively facilitate compromise. This candidate should exhibit good organizational skills, basic computer skills, and experience meeting budgeting constraints. The nominated person needs to be able to devote six years to MAEA. Two as President Elect, two as President with the second year of the Presidency shared in the roll of NAEA Delegate. Two years as Past President, with the first year shared as NAEA Delegate. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December.

### **1.2. VICE PRESIDENT JOB QUALIFICATIONS:**

Vice Presidential candidates will be members of MAEA. Candidates will need basic computer knowledge, good people skills, organizational skills and the ability to work on a team. These candidates must exhibit good leadership skills either in MAEA regional or council work, or within their own community or school district. They will need time to attend to the needs of the liaisons statewide. This is a two-year commitment to serve MAEA. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December.

### **1.3. SECRETARY JOB QUALIFICATIONS:**

The candidates for secretary will be members of MAEA. Candidates with working knowledge of Microsoft Word, email and internet skills, good grammar, and competent writing skills would best serve the secretary position. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December. This is a two year commitment to serve MAEA.

### **1.4. MEMBERSHIP SECRETARY JOB QUALIFICATIONS:**

The candidates will be members of MAEA. They must exhibit good computer skills, working and an understanding of working in membership records, data base information. This person will need time to devote weekly to all council emailing, both sending and receiving. The in-coming messages often need to be sent to the “right” source of information. This person will need patience and time to get electronic information to our board, council and membership. The candidate will be expected to attend both Executive Board and Council meetings. This is a two-year term of office. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December.

### **1.5. TREASURER JOB QUALIFICATIONS:**

The candidates will be members of MAEA. These candidates should exhibit good financial sense, the ability to run computer budget programs, and knowledge of investment strategies. The individual in this position will be working with a professional bookkeeper and will be the “second” pair of eyes in the monthly reconciling of the association books. The candidate for this job will need good people skills and be able to work in a team approach to maintaining the association fiscal policies. This is a two-year term of office. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December.

### **1.6. NAEA DELEGATE JOB QUALIFICATIONS:**

The candidates for NAEA delegate must be members of MAEA. The candidate for this position will need basic computer skills, leadership skills and the ability to work as a team member. This candidate will need to be available to attend Executive Board and Council meetings as well as the NAEA national conference as a representative of the MAEA. This delegate candidate will also need to be available for summer Western Region meeting, and to represent the association on region or national committees. This is a two-year term of office. They must be able to attend the Saturday Council

meetings held usually in January, March, May, Fall Retreat, and at the annual conference. They also sit on the Executive Board and will therefore need to be available for possible Friday night meetings usually in January, sometimes in March, and all day meetings one in July and December.

### **1.7. DIVISION CHAIRS:**

Division Chairs should exhibit a willingness to work cooperatively with the Executive Board and Council. They need to exhibit flexibility with other volunteers and their available time frames. The candidates for these posts need to exhibit good team working abilities, leadership strategies, and respect for the diverse ideas and views expressed by others. The President with a simple Council majority vote appoints these candidates. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference.

### **1.8. LIAISONS:**

They should exhibit a willingness to volunteer, an ability to work cooperatively, and flexibility with other volunteer time frames. The liaisons are responsible for organizing regional student shows, or the selection of student work from the region for the state student show adjudication. Liaisons are to be elected or appointed at the region level. If there is no active region organization, a volunteer may be approved by the Executive Board. After the region selection the Vice President presents them to the Council for approval. These candidates serve a minimum of two years with any change over to occur at the fall retreat. They must be able to attend the Saturday Council meetings held usually in January, March, May, Fall Retreat, and at the annual conference.

## **2.0. JOB DESCRIPTION FOR ELECTED POSITIONS:**

### **2.1. PRESIDENT:** [compiled with Constitution By-Laws and MAEA Policy Document]

- 2.1.1. To preside at all executive and council meetings of the MAEA and set agenda.
  - a. Set all meeting agendas [Executive & Council].
  - b. Send to the Secretary and to the Membership Secretary prior to each meeting for dissemination to Executive and Council via email.
  - c. Proof all minutes after meetings and before the next meeting preparations.
  - d. Work with Secretary to assure all policy documents are kept updated.
  - e. Work with secretary to assure that annual notebooks and electronic records are kept of all meeting agendas, minutes, and reports.
  - f. Appoint parliamentarian to assist with Robert's Rules of Order.
- 2.1.2. To supervise the officers in an effort to insure excellence in performance of assignments.
  - a. Work cooperatively with President Elect on plans for Fall Retreat.
  - b. Work cooperatively with President Elect on conference site committees.
- 2.1.3. To review, maintain, and execute Association policy and correspondence.
  - a. Keep up with email and phone communications.
  - b. Keep files of all correspondences.
  - c. Update web information.
- 2.1.4. To appoint an interim officer with Council approval, in the event of an Executive vacancy.
- 2.1.5. To appoint Standing Committee Chairpersons with concurrence of a simple majority vote of the Council.
- 2.1.6. To appoint appropriate Ex-Officio members to the Council concurrent with the President's term of office. Ex-Officio members are non-voting members.
- 2.1.7. To serve as Ex-Officio member of all committees and to represent MAEA/NAEA whenever appropriate unless he/she appoints someone in his/her place.
- 2.1.8. To function as a Delegate to NAEA State's Assembly during second year of office.
  - a. Compile Western Region State report for June Leadership meeting.
  - b. State Report for March NAEA conference.
- 2.1.9. To oversee budget planning at December Executive Council meeting.
  - a. Work with the treasurer and Bookkeeper to prepare budget recommendations prior to December Executive Council.
  - b. Work with Bookkeeper/ Treasurer to maintain all legal documents, ie. Taxes, 501C3. Solicitation License, Liability and Bonding Insurance.
- 2.1.10. To facilitate the revision and implementation of the strategic plan.
- 2.1.11. To set the calendar in cooperation with Division Chairs for distribution at annual conference.
- 2.1.12. To approve financial expenditures where necessary, and forward to the bookkeeper for payment.
- 2.1.13. To write articles for the:
  - a. Quarterly *ArTeacher*
  - b. MAEA Fall Conference Book
  - c. Summer Professional Development publication

- d. Western Region articles
- 2.1.14. To work cooperatively with Executive Secretary and Division Chairs to update forms annually for the posting on the website
  - a. Collect and assemble annual reports from Executive Board and Awards Chair for the Annual Report. This is for publication at the Annual Business meeting and on line
- 2.1.15. Tabulate hours dedicated to MAEA both in travel time, paperwork time, non reimbursable time, send to the treasurer for 501C3 report.
- 2.1.16. Attend meetings with state organizations [ArtServe, Arts Ark, MDE] when possible.

**2.2. PRESIDENT-ELECT:** [compiled with Constitution By-Laws and MAEA Policy Document]

- 2.2.1. To assume the duties of the President in case that officer is unable to serve.
- 2.2.2. To work with the President on the bi-annual revision and implementation of the Strategic Plan.
- 2.2.3. Implement the plan of action:
  - a. Form committees as needed.
  - b. In the event that a committee finishes the designated work for that year, they may “pull ahead” and begin to work on the following year’s agendas.
  - c. Update the Council on the progress of each committee.
  - d. Present completed committee work before council for approval (proposals policies, recommendations, etc.).
  - e. Present updated Strategic Plan to Council.
- 2.2.4. Update Strategic Plan yearly during the Fall workshop by:
  - a. Reviewing priorities from the previous year.
  - b. Considering new issues that may have emerged.
  - c. Council members may present issues for consideration at this time.
  - d. Review mission and goals and modify the plan based on data collected
- 2.2.5. To ensure the Council is functioning within the framework of the current Constitution and that the Constitution and By-laws are updated to meet the needs of MAEA.
- 2.2.6. To be Ex-Officio member of all standing committees.
- 2.2.7. To facilitate recommended changes in the constitution or By-laws
- 2.2.8. To organize and arrange for executive and council meeting facilities as well as amenities as needed.
- 2.2.9. To write articles for:
  - a. *ArTeacher*
  - b. Conference Book
- 2.2.10. To plan and organize Council Fall Leadership retreat
  - a. Select Committee
  - b. Select site
  - c. Select theme/ leadership needs
- 2.2.11. To facilitate Conference Site Selection teams planning at least three years in advance.
- 2.2.12. To review, maintain, and execute Association policy and correspondence.
  - a. Keep up with email and phone communications.
  - b. Keep Presidential files of all correspondences, and executive acts.

**2.3. VICE PRESIDENT:** [compiled with Constitution By-Laws and MAEA Policy Document]

- 2.3.1. To assume the duties of President-Elect if that Officer is unable to serve.
- 2.3.2. To maintain communication with Region Liaison Officers by phone, posting on the website, email, or postal mailing. [ Page 5]
- 2.3.3. To maintain and update the “Regional Liaison Handbook”.
- 2.3.4. To develop and facilitate a Region Liaison workshop at the leadership retreat.
- 2.3.5. To appoint regional liaisons, and to notify Membership Secretary when there are any changes in personnel.
- 2.3.6. To develop a communication network with the Region Liaison officers:
  - a. To disseminate pertinent information about the State of the Arts to the Region Liaison Officers.
  - b. To disseminate pertinent information about MAEA Activities to the region Liaisons.
- 2.3.7. Strengthen regional liaison network by possibly:
  - a. Vice President holding a half-hour meeting before council meetings specifically for liaison concerns.
  - b. Region numbers placed on conference name tags.
- 2.3.8. To write articles for the Quarterly *ArTeacher* .
  - a. To coordinate regional Liaison articles for these publications possibly a column in the *ArTeacher* for liaisons.
- 2.3.9. (Procedure) Limit reports at annual business meeting to 5-10 minutes.
- 2.3.10. (Procedure) Liaisons notify Vice President if they need to quit. It is their responsibility to choose and train a successor as soon as possible.
- 2.3.11. Liaison Direction: Liaison responsibilities:
  - a. Ambassadors are needed to recruit leaders and volunteers through “personal touch.” Phone calls, personal

visits.

b. Networking (members should feel that they are never alone).

c. Liaisons represent the needs of their region. Be in-tune with the needs of your regional membership and communicate those needs to the Council and the Executive Board

d. The budget allocated per region is \$2.00 per member.

e. Regional “let’s get together” time: should be built into the Fall conference.

f. Liaisons should personally encourage their members to attend these meetings.

g. Liaisons should become mentors to their members during the conference (conferences can be cause for fear).

#### **2.4. PAST PRESIDENT:** [compiled with Constitution By-Laws and MAEA Policy Document]

2.4.1. To act as advisor to the President and council.

2.4.2. To serve as Delegate to the NAEA Delegates assembly.

2.4.3. To serve as Ex-Officio member for all committees.

2.4.4. To serve as chair of the nominating committee and elections.

2.4.5 To write articles for *ArTeacher* publications.

#### **2.5. SECRETARY:** [compiled with Constitution By-Laws and MAEA Policy Document]

2.5.1. To record minutes of the Association meetings, Council meetings and Executive Board meetings.

2.5.2. To make copies of minutes available to all members of the Council and include them in the Secretary’s annual notebook and electronic records.

2.5.3. To assist the President in developing the agendas.

2.5.4. To assist the President with Association correspondence.

2.5.5. To maintain the “MAEA Policy Handbook” and the “MAEA Conference Policy” for the purpose of updating at all meetings requiring this action.

2.5.6. To prepare a summary of Council meeting minutes for the *ArTeacher* publications and on line.

2.5.7. To attend both Executive and Council meetings.

#### **2.6. MEMBERSHIP SECRETARY:** [compiled with Constitution By-Laws and MAEA Policy Document]

[revised 12-2011]

2.6.1. To maintain a current listing of membership and status of the Association.

- Create membership reports for executive/council meetings. Report number of current members, any details or notes relevant to membership

- SAMPLE REPORT

- Membership Secretary: Sarah DeKett

- Annual Membership Report

- According to NAEA, the Michigan Art Education Association has 917 members as of 10/31/11, a decrease of 184 members since 10/31/10. During the months of October and November our membership numbers will increase because of the influx of membership around the fall Conference. We are currently the fourth largest group, falling behind Virginia with 926 members, Pennsylvania with 947, and New York with 999 members.

- 2011 Monthly Membership Numbers:

- January 1121

- February 972

- March 952

- April 924

- May 922

- June 917

- July 906

- August 896

- September 930

- October 917

- Annual Report

- Use the NAEA Statistical Report to create a membership run down, below is an example

2.6.2. To develop, maintain, and update the membership packet.

- Member Questions

- answer or forward emails to appropriate locations

2.6.3. To establish strategies for membership drives.

2.6.4. To provide mailing labels as needed by council.

## USPS Returns

- email members to notify them of USPS return and ask for confirmation of current address; email Christie any changes that are sent

2.6.5. Membership will be presented with a breakdown of numbers in different divisions, (Higher Education, Secondary, Middle School and Elementary, retirees, museum ed.) for the annual business meeting.

## 2.6.6. Update monthly membership

When Christie (NAEA) sends monthly membership reports:

- Update expiration dates and contact information of renewing members
- Add new members and send them a 'Welcome' packet
- Update expiration dates (with code created by Dan)
- Regions are assigned with a new code also

2.6.7. Renewal Forms are sent out to members who do not renew (excluding students).

## Snail Mail New Members/Renewals

- Keep track of snail mail with scanner or running list; forward payment and forms to NAEA

2.6.8. Publish the names of new members yearly in *ArTeacher*.

## Articles for ArTeacher

- Give information from NAEA regarding current number of members/divisions; list new members

2.6.9. Membership Secretary will work directly with pre-conference, onsite, post-conference membership issues-

- Keep track of snail mail new member/renewal forms in PDF format before forwarding to NAEA; send weekly to avoid any snags or hassles at conference
- Create conference nametags
- Help with registration to keep track of any membership issues that may arise or to assist in new membership (flag expired members, have renewal forms on hand, etc.)

2.6.10. Membership Secretary will work cooperatively with the Executive Secretary to set up hours for onsite registration area primarily dealing with membership issues.

2.6.11. Membership Secretary may train a mentee to help in this pre-conference process. This person would be a volunteer, and must have Executive Board approval to be bonded.

## 2.7. TREASURER AND MAEA FINANCES: [compiled with Constitution By-Laws and MAEA Policy Document]

2.7.1. To handle all expenditures concerning MAEA funds in collaboration with accounting professionals.

2.7.2. To oversee/facilitate long range financial planning in conjunction with approved professionals recommended by the committee.

2.7.3. To submit an annual operating budget to the Executive Board and Council at the January meeting for approval.

2.7.4. To submit records for financial review:

- a. Written report to be published for the Annual Business Meeting
- b. To submit an in house financial review during off election years.
- c. To submit a written independent financial review [audit] following a general election.

2.7.5. Routine expenditures within the budgetary allowances authorized by the Council may be approved by the officer involved.

2.7.6. To maintain 501 C3 and report status annually at Executive Board summer budget meeting.

2.7.7. Expenditures within the budget shall not exceed the assets of the organization.

## 2.8. TREASURER DUTIES: *[without association Bookkeeper]*

2.8.1. Receive and deposit all association monetary funds in the banking institution approved by the Executive Board.

2.8.2. Maintain prudent investments in money market account, or mutual funds approved by the Executive Board.

2.8.3. Disburse funds by check when proper invoices, forms, and receipts have been submitted for reimbursement or payment.

2.8.4. Maintain electronic financial records for the association.

2.8.5. Serve on the Finance Committee.

2.8.6. Submit proposed budget to Executive Board prior to the beginning of the next fiscal year.

2.8.7. Submit records for financial review including:

- a. A written report to be published for the Annual Business Meeting.
- b. An in-house financial review during off election years.
- c. A written independent financial review [audit] following a general election.

2.8.8. Be responsible for all financial reporting as required by law.

- a. Tax filing.
  - b. Insurance renewals: Liability and Bonding as required by law.
  - c. Licenses: 501 C3, and State Solicitation license, or any required by law.
- 2.8.9. Work cooperatively with the Bookkeeper [if there is an association Bookkeeper] as the second reviewer in the monthly reconciliation of all financial records, and the annual preparation of records as required by law.
- 2.8.10. The Association Financial Institution[s] shall be reviewed annually and a report should be given to the Executive Board detailing whether a change to another institution needs to be made.
- 2.8.11. Signatures on all accounts should be changed when required by election results, personnel changes in positions on the Executive Board, or the law.
- 2.8.12. Signatures for all banking Institutions shall be handled during an official Executive Board meeting as required by State and Federal banking laws and Homeland Security laws, with all designated parties present and signing.

## **2.9. TREASURER DUTIES: [with an association Bookkeeper]**

- 2.9.1. Maintain prudent investments in money market account or mutual funds approved by the Executive Board.
- 2.9.2. Maintain electronic financial records for the association.
- 2.9.3. Serve on the Finance Committee.
- 2.9.4. Oversee all expenditures concerning association funds in collaboration with accounting professionals.
- 2.9.5. Oversee/facilitate long range financial planning in conjunction with approved professional[s] recommended by the finance committee or Executive Board.
- 2.9.6. Submit proposed budget to Executive Board prior to the beginning of the next fiscal year.
- 2.9.7. Submit an Annual Report for publication at the Annual Business meeting.
- 2.9.8. Be responsible for all financial reporting as required by law.
  - a. Tax filing.
  - b. Insurance renewals: Liability and Bonding as required by law.
  - c. Licenses: 501 C3, and State Solicitation license, or any required by law.
- 2.9.9. Work cooperatively with the bookkeeper as the second reviewer in the monthly reconciliation of all financial records and the annual preparation of tax records as required by law.
- 2.9.10. The Association Financial Institution[s] shall be reviewed annually and a report should be given to the Executive Board detailing whether a change to another institution needs to be made.
- 2.9.11. Signatures on all accounts should be changed when required by election results, personnel changes in positions on the Executive Board, or the law.
- 2.9.12. Signatures for all banking Institutions shall be handled during an official Executive Board meeting as required by State and Federal banking laws and Homeland Security laws, with all designated parties present and signing.
- 2.9.13. Insure expenditures within the budget shall not exceed the assets of the organization.
- 2.9.14. Seek and attend IRS training for non-profit organizations.
- 2.9.15. Attend Executive Board and General Council meetings.
- 2.9.16. Be bonded along with any other Executive Board or Governing Council members handling association funds.
- 2.9.17. Maintain non-profit [501 C3 status] and report status annually at Executive Board Budget-Meeting.
- 2.9.18. Seek and attend IRS training for non-profit organizations.
- 2.9.19. Transfer funds on any given line item by approval of the Executive Council and notification of parties.
- 2.9.20. Insure that all Standing Committees controlling funds have accounts co-signed and supervised by the President and Bookkeeper.

## **2.10. NAEA DELEGATE: [compiled with Constitution By-Laws and MAEA Policy Document]**

- 2.10.1. To conduct states assembly business as directed by the MAEA and *outlined in the NAEA*.
- 2.10.2. To represent MAEA positions to the NAEA.
- 2.10.3. To establish a communication between MAEA/NAEA.
- 2.10.4. To submit written reports for the MAEA Annual Business Report presented at the Fall Conference.
- 2.10.5. To submit a written Delegate Assembly report for publication to the membership.
- 2.10.6. Delegate and President will work together on President's report.

## **3.0. JOB DESCRIPTIONS FOR CONTRACTED / AD HOC POSITIONS:**

Ad Hoc committees are to be established by the President to establish and maintain general job description, duties, salaries and employment hours of these contracted positions. This committee will monitor and annually review these positions with recommendations on job performance. The charges of this Ad Hoc committee run concurrent with the President's term of office. [defined in section 16 Executive Secretary, By-Laws]

## **3.1 BOOKKEEPER: [compiled with Constitution By-Laws and MAEA Policy Document, and NAEA adopted Financial recommendations for all state associations]**

- 3.1.1. All financial reports shall be submitted within generally accepted accounting formats.
- 3.1.2. To prepare an updated line-item budget prior to each executive council meeting. The budget will be based on a

[the fiscal year stated in the constitution] fiscal year beginning January 1 and ending December 31.

3.1.3. To prepare the written report for presentation at the executive, council meetings and annual business meeting.

3.1.4. To prepare the books for the annual review by the accountants and for income tax preparation.

3.1.5. To co-sign accounts that control operating account and conference accounts.

3.1.6. The Treasurer and bookkeeper shall be bonded.

3.1.7. On any given line item, additional funds may be transferred by approval of the Council and notification of parties.

3.1.8. All Standing Committees that control funds shall have accounts co-signed and supervised by the President and Treasurer.

### **3.2. BOOKKEEPER DUTIES:**

3.2.1. Maintain both daily operating expenses and procedures for the association.

a. Receive and deposit all association funds.

b. Disburse funds by check as requested with the appropriate receipts, disbursement forms, and documentation.

c. Disburse funds only if they are within the line item budget allowed by the Executive Board.

d. Maintain electronic financial records of all transactions.

e. Work cooperatively with the Treasurer to prepare annual tax records as required by law.

f. Work cooperatively with the Treasurer to prepare the annual report.

g. Work cooperatively with the Treasurer to prepare the association books for audit when required by the Executive Board and or by law.

h. Work cooperatively with the Treasurer as the second reviewer in the monthly reconciliation of all financial records,

3.2.2. Maintain the daily finances for the annual association conference.

a. Co-sign Conference account with the Conference Chair[s] and Treasurer.

b. Receive and deposit all conference funds.

c. Disburse funds by check as requested with the appropriate receipts and disbursement forms, and documentation.

d. Disburse funds when approved by the Conference Chair[s].

e. Maintain electronic financial records of all annual conference transactions.

f. Work cooperatively with the Conference Chair[s] to complete the Annual Conference Financial Report.

3.2.3. Function cooperatively with the elected Treasurer.

3.2.4. Association books will be audited every year, until such time that it is recommended to audit during election years. The audit years will coordinate with the election of a new Executive Board or during a regularly scheduled number of years

### **3.3. EXECUTIVE SECRETARY:** [compiled with Constitution By-Laws and MAEA Policy Document for Communications Director]

3.3.1. An ad hoc committee appointed by the President will be charged to: establish and maintain the general job description, duties, salary and employment hours of the Executive Secretary. This committee also will monitor and annually review this position with recommendations on job performance and future concerns to the President. The charges of this ad hoc committee will run concurrently with the President's term of office.

3.3.2. The Executive Secretary will serve on the MAEA Executive Board as a non-voting member.

3.3.3. The MAEA President retains the sole authority to hire and dismiss the Executive Secretary based on the recommendations of the ad hoc committee whose responsibility is to monitor and review the performance of the Executive Secretary.

### **Responsibilities of Executive Secretary** [compiled with Constitution By-Laws and MAEA Policy Document for Communications Director]

3.3.4. Develop and implement, in conjunction with the designated printers and graphic designer(s) the production schedule for MAEA publications.

3.3.5. Work with Webmaster to maintain e-communications and database to ensure privacy is maintained

3.3.6. Oversee the Maintenance of the MAEA's website, including the updating of all required information, revising text and adding new sections as requested by the President

3.3.7. Oversee the Web Designer to maintain and improve communications between MAEA members and leadership.

3.3.8. Work with MAEA Advertisers to secure ads, post on website with publications. Maintain and update advertiser applications and advertiser invoices.

3.3.9. Work closely with the Executive Board and Council Members to acquire and position all related copy into the necessary MAEA publications, according to the production schedule. Effectively proof all copy for the publication.

3.3.10. Manage the production schedules for all printed publications maintaining positive working relationships with current and potential printers.

3.3.11. Advise conference chairs on most efficient website and publications strategy for effective conference communications.

- 3.3.12. See council approved job descriptions for communications positions
  - a. EDITOR: Report to the Executive secretary, the Editor is responsible for the factual and grammatical accuracy and professional appearance of all MAEA publications.
  - b. WEBMASTER Report to the Executive Secretary, the web designer is responsible for maintaining the MAEA's website and assisting with e-communication efforts.
  - c. GRAPHIC DESIGNER: oversee and work with G.D on layout for all publications.
- 3.3.13. Executive Secretary works with Conference chairs to facilitate all contracts.
  - a. Site contract negotiations or changes must have approval of the President and Executive Board
  - b. Facilitate keynote speaker contracts with approval of Executive Board
  - c. Obtain W-9 forms from all presenters paid over \$599 before paying for services
- 3.3.14. The Executive Secretary is to serve the President in whatever secretarial needs the President requests.
- 3.3.15. The Executive Secretary will oversee the annual insurance, policy renewals and banking signature updates as designated by the President

#### **4.0 JOB DESCRIPTION FOR COUNCIL POSITIONS:**

##### **4.1. REGION LIAISON OFFICERS:**

- 4.1.1. To be elected or appointed at the region level. If there is no active region organization, a volunteer may be approved by the Executive Board and the Council.
- 4.1.2. To be presented by the Vice President to the Council for appointment.
- 4.1.3. To serve a minimum of two years concurrent with the school year. Any change over is to take place at the annual leadership retreat.
- 4.1.4. To be active voting members of the Council and attend all council meetings or send an alternate.
- 4.1.5. To be responsible for disseminating all MAEA information to their region membership.
- 4.1.6. To help to carry on the business of the Association by active participation in Council meetings and by serving on Council committees.
- 4.1.7. To actively assist in membership enlistment and Public Relations. The procedures for these are to be outlined in the Liaison Handbook, with direction from the Membership Secretary.
- 4.1.8. To submit an annual report on the state of their region to the Vice President at the leadership retreat.
- 4.1.9. Regional representation will be based on geographic divisions of membership by counties within the State of Michigan.
- 4.1.10. The liaisons are responsible for organizing regional student shows as a means for selection for the state student show adjudication. When a show is not possible, the liaisons will facilitate the collection and selection process for the work to be taken to represent their region at the state adjudication.
- 4.1.11. Submit articles to the Vice President as per established *ArTeacher* schedule. [2 issues per year].

##### **4.2. ELEMENTARY, MIDDLE, SECONDARY, AND HIGHER EDUCATIONAL DIVISION CHAIRPERSONS:**

- 4.2.1. To conduct state's assembly business as directed by MAEA and outlined by NAEA.
  - a. These chairs will work in their designated areas, ie. Exhibits, Higher education, Museum, to further the work of the association and meet the needs as defined by the executive Board and Council.
- 4.2.2. To organize, find a suitable location, select a juror and facilitate a MAEA student exhibit.
- 4.2.3. To set the calendar in cooperation with Division Chairs for distribution at annual conference.
- 4.2.4. Work with conference chair[s] to schedule and plan division events and student exhibits.
- 4.2.5. Submit articles to *ArTeacher* publication highlighting their division.
- 4.2.6. Elementary and Middle School should submit the top 15 students from the state exhibit.
- 4.2.7. Post and maintain information on the website pertinent to the respective division members of our association.

##### **4.3 HISTORIAN:**

- 4.3.1. To maintain and update the historical archives of the MAEA.
- 4.3.2. To supervise and maintain current and past MAEA properties.
- 4.3.3. To act as a resource to the Council.
- 4.3.4. To be responsible for written annual summary of MAEA activities.
- 4.3.5. To supervise the lending and recovery of MAEA/NAEA properties.

##### **4.4. TECHNOLOGY DIVISION CHAIR:**

- 4.4.1. Help research and line up technology proposals for the conference program.
- 4.4.2. Work to assist the Conference Chairs with technology needs.
  - a. In early August contact all presenters to confirm technology needs for the conference.
- 4.4.3. The most complete list possible should be turned over to the conference chair at least six weeks prior to the conference, allowing time for communication. Equipment fees are set by the hotel and are not negotiated.
- 4.4.4. Be available at conference to troubleshoot and help with tech. problems.
- 4.4.5. Plan for photos of annual awardees in well lit areas and make sure the photos are sent electronically to the

Executive Secretary.

4.4.6. Work with Conference chairs for the tech needs for the keynotes and various banquettes, and the Annual Business meeting.

4.4.7. Work with Web Master and Communications chair on association technology needs.[i.e. burning CD's for association forms]

#### **4.5. STUDENT REPRESENTATIVE:**

4.5.1. Correspond with college and university art departments to recruit art education students to come experience a conference.

a. Contact Membership Secretary at least four weeks prior to annual conference to get a list of contact information for student members.

b. Contact all Universities and Colleges with information on the MAEA Student members

c. Provide contact information for new student members on the MAEA website

4.5.2. Provide a list of students needing conference mentorship far in advance of actual conference.

a. Work cooperatively with the Higher Ed Division Chair to disseminate information on the Student Sponsorship grant to all student members.

b. Students may apply to have Student Sponsorship to the annual fall conference through the Higher education Chair.

c. Students will be selected on a first come/ first serve basis.

d. The committee will look into an application process when the program and funding are established.

4.5.3. Work with Higher Ed. Division Chair to set up a luncheon for students. Chair the luncheon, facilitating a discussion of needs and brainstorming opportunities for student involvement. This luncheon should be held concurrently with Division Level Meetings.

a. Create a source of dialogue with the student members to determine and assess their focus topic for the conference.

b. Develop a program to place pre-service student members with mentor teachers possibly at the Empty Bowls luncheon.

4.5.4. Communicate the ideas and needs generated at the luncheon to the conference secretary to be included in the conference book or information.

4.5.5. Coordinate a student information table close to the registration area and staff for the conference with student volunteers.

4.5.6. Work cooperatively with the Higher Education Division Chair

4.5.7. Collect student scholarship verification forms at the end of the conference and turn in to the Higher Ed Division Chair or to the President Elect.

#### **4.6. EXHIBIT CHAIR:**

4.6.1. Select and coordinate the hanging of student works in the Michigan Department of Education.

#### **4.7. AWARDS CHAIR:** [see MAEA Policy document]

4.7.1. To coordinate all awards.

4.7.2. To Request nominations.

4.7.3. To secure readers.

a. To send letters to all nominees and nominators regarding required procedures.

4.7.4. To collect, receive all Award Applications by April 31.

4.7.5. To send a final report to executive Council.

4.7.6. Send a report for approval of Distinguished Service Applicants.

4.7.7. Receive and tally evaluation forms.

4.7.8. Send a final report on awards for inclusion in the MAEA Annual Report and to be posted on line.

4.7.9. Order the plaques

4.7.10. Organize tickets for awardees and their guests to the award banquet

a. Send this count to the registrar

4.7.11. National nominations must be in by October 1

4.7.12. Present awards at the conference

a. Order flowers

4.7.13. Call for nominations at the conference

#### **4.8. ART ACQUISITIONS:**

4.8.1. MAEA Liaison to MEA's art acquisition committee

4.8.2. Attend meetings MAEA Council meetings and MEA Art Acquisition meetings

4.8.3. Mail entry forms for annual jury in March

4.8.4. Assist at the adjudication in the MEA building

4.8.5. Select the piece for purchase in on of the Art Educator of the Year

**4.9. VENDOR COORDINATOR:** *[compiled from MAEA Conference Policy]*

- 4.9.1. Go to the National conference 1 1/2 years prior to your conference. This is a great place to network with vendors and see the newest tech and supplies that we would like offered at our conference.
- 4.9.2. Take a flier about your conference with you and pass it out to vendors with information to contact you and with deadline dates.
- 4.9.3. Work with conference chairs and site director to select a suitable space for exhibitors.
  - a. Water and electricity are often necessary.
- 4.9.4. Select a company to set up vendor booths (In the past, MAEA has used ARTCRAFT out of Lansing Michigan).
- 4.9.5. Using that information work with conference chairs to determine the cost to be charged to each vendor for exhibitor space and for hotel space.
  - a. Booth rental generally ranges between \$300 and \$350 per conference with skirted and curtained space with a table and chair.
  - b. The price per booth should not be lower than the previous conference year.
- 4.9.6. Include names and phone numbers of conference chairs in vendor letter as additional contacts, (in addition to those of vendor chair).
- 4.9.7. Send vendors letters of registration, make phone calls soliciting vending companies.
  - a. Include a hotel registration form.
  - b. Information on receiving supplies at the hotel/conference center.
  - c. Directions to the site and parking information.
- 4.9.8. Create exhibitor packets to be given out at the conference to include the following:
  - a. Map of hotel and exhibition area.
  - b. Information on provided refreshments or luncheon.
  - c. Information on next year's conference.
- 4.9.9. Set up a map of exhibitors (vendors), send confirmation letter to vendors, Including conference schedules.
- 4.9.10. In Conference bulletin publish vendor names and booth numbers for conference documentation and post on site in vendors area.
- 4.9.11. Arrange for hospitality for vendors, including lunch.
- 4.9.12. Collect door prizes from vendors to be given away at the Saturday night party.
- 4.9.13. Collect vendors cards to add to final program. Get to the editor by the end of August.

**4.10. MYAF:** *[see timelines]* Currently this position is set up to be shared by two people. More members can serve providing there are clearly defined job descriptions for each.

- 4.10.1. One co-chair attends the MYAF board meetings and also serves on a committee within that board.
  - a. This co-chair also oversees the scheduling and correspondence for the Governors' Traveling exhibit.
- 4.10.2. The second co-chair serves as a liaison to MAEA, reporting to the Executive and Council on the status of the MYAF activities.
  - a. This co-chair also acts as a liaison to WMU to help oversee the planning of art workshops offered to our students who attend the Festival.
  - b. This co-chair also handles details related to the art exhibit; student entry data base, preparation of show, delivery of show to WMU, digital photos of top eighteen for MAEA website, purchase and preparation of sketchbooks presented at the honors luncheon.
- 4.10.3. Both co-chairs select and contact judges for the March adjudication at the council meeting
  - a. Both co-chairs set up the area for adjudication and help the jurors through the process.
  - b. Both co-chairs frame the GTS prior to sending it to festival.
  - c. Both co-chairs help members with concerns, questions and work with liaisons when returning student art work or when looking for missing work.
- 4.10.4. Send out letters to judges.
- 4.10.5. Send request for checks for judges to the bookkeeper.
- 4.10.6. Send names of Governor's Traveling and top 18 awardees to the *ArTeacher*.

**4.11. YAM & ADVOCACY:** *[see timelines]*

- 4.11.1. To document statewide Arts Education advocacy efforts for the National Youth Arts Month Book
- 4.11.2. To encourage the annual project to design a YAM flag
- 4.11.3. To attend advocacy meetings [ArtServe]
- 4.11.4. To attend Council meetings
- 4.11.5. Write an advocacy article for *ArTeacher* due April 1, and July 1
- 4.11.6. To work with MYAF committee
- 4.11.7. Turn in YAM information for annual publication of the Book of Forms

#### **4.12. MUSEUM:**

- 4.12.1. To represent resources of the Detroit Institute of Arts and other Michigan art museums.
- 4.12.2. To write article for *ArTeacher* featuring DIA programs and/or other museum's resources.
- 4.12.3. To Buy/place an ad in *ArTeacher* for DIA exhibitions and events
- 4.12.4. To attend National Art Education Association Conference on rotating basis with other staff.

#### **4.13. MULTI-ETHNIC:**

- 4.13.1. To strive to raise membership awareness in the area of diversity
- 4.13.2. To provide resources and support for art teachers through articles in the *ArTeacher*
- 4.13.3. To attend council meetings
- 4.13.4. To create a workshop for the annual conference on diversity issues

#### **4.14 KIDS “N” CLAY:**

##### **Job Description for Exhibit Chair for Kids and Clay:**

The mission for the Kids-and-Clay chairperson is to present clay submissions of the membership for display. There are very few parameters for the display. The only rule is that an MAEA member may submit 10 student projects. The interpretation of this suggested job description is entirely up to the chairperson.

##### **Chairperson responsibilities might be:**

- 4.1.1. Prepare information for Fall *ArTeacher* describing how to submit clay entries for the power point.
- 4.1.2 Prepare written information for the conference program
- 4.1.3. Send out email requesting digital photos of work
- 4.1.4. Create a powerpoint of the images
- 4.1.5. Convert the powerpoint to a DVD that continually loops
- 4.1.6. Request a tv/DVD player for the conference, set up to play
- 4.1.7. Letters to principals noting art educator participation
- 4.1.8. Request conference signage for Informational signage throughout conference
- 4.1.9. Certificates of participation for each art educator

#### **4.15. SUMMER PROFESSIONAL DEVELOPMENT:**

##### **Summer Professional Development Chair responsibilities:**

##### **MAEA's responsibilities:**

- 4.15.1. Look over evaluations from previous summer pd and work out future dates and coordinate with Higher Ed
- 4.15.2. Make contact with the higher ed representative and discuss course offerings and presenters for upcoming summer pd
- 4.15.3. Make all the contacts to possible presenters and suggest the standard stipend amount, lodging, etc. provided to presenters. If they require a higher stipend, that is discussed with Higher Ed rep and MAEA rep before confirming
- 4.15.4. Once consent is reached as to which workshops will be offered and by whom, the MAEA rep collects bios, photos, and workshop descriptions and list of materials needed and estimated cost of materials per participant from each of the presenters.
- 4.15.5. All information is put into a data base/spread sheet and sent to higher ed rep and more discussion takes place as to room accommodations, minimum number of participants needed to break even, and set cost of registration
- 4.15.6. After Higher Ed rep works this all into a format that works for them for registration and publication, MAEA rep helps with proofing and changes needed before sending it “copy ready” to communications chair
- 4.15.7. Prior to the actual event, MAEA rep contacts those who volunteered on the evaluation forms to help and let them choose which area they'd like to help (reception, snacks, etc.)
- 4.15.8. On site help as a runner for registration, technical, room needs, and clean up in coordination with Higher Ed rep
- 4.15.9. Tally all evaluation forms, write and send all thank you notes, and report back to MAEA
- 4.15.10. Meet after the event to debrief for future planning purposes

##### **Higher Education's responsibilities:**

- 4.15.11. Work with MAEA on selection of workshop subject areas and choice of presenters, as stated previously and possibly make some of the contacts of suggested presenters
- 4.15.12. Contact all necessary departments at higher ed facility to work out details (accounting, secretarial, housing, parking, etc) to secure dates and rooms
- 4.15.13. Work on putting MAEA's data base of workshop descriptions etc. into a format that will work for registration and publication and then proof with MAEA rep before having it sent to MAEA communications/publications
- 4.15.14. Handle all necessary arrangements for CEU's and graduate credit

- 4.15.15. Provide all contracts and follow up with presenters, social security info, as well as make payment of housing, stipends, and materials reimbursements
- 4.15.16. Collect all CEU papers and process them
- 4.15.17. Collect all evaluation forms, make copies and send a copy to MAEA rep to tally
- 4.15.18. Handle all registrations previous to the event and on-site
- 4.15.19. Coordinate all technical needs, room needs, clean up, locks, etc. on site
- 4.15.20. Much more, but in various departments at the higher ed facility all by their policy and procedure guidelines
- 4.15.21. Meet with MAEA rep after the event after accounting, etc. has made all payments, and provide a summary of income, expenses. Debrief on problem areas and what worked exceptionally well to help in planning of next event

#### **4.16. RETIRED DIVISION CHAIRS: Job Description and Time Line**

- 4.16.1. Store (or arrange for) pins and certificates to be presented at Annual Fall Conference.
- 4.16.2. Periodically send out call for notice of retired members. Generate list.
- 4.16.3. Submit conference proposal(s) for garage sale and Retired Division Level meeting, (if division level meetings are being planned).
- 4.16.4. Communicate to members the purpose of garage sale and encourage donations.
- 4.16.5. Recruit help for garage sale event and assure that all necessary materials will be at conference.
- 4.16.6. Send letters to recent retirees inviting them to the Awards Banquet, (as a guest) and requesting an RSVP.
- 4.16.7. Present certificates, pins and roses at Awards Banquet.
- 4.16.8. Optional: Communicate with and/or plan activities designed for retired members.

#### **4.17. Annual Registration Team Job Descriptions: Membership Secretary, Registrar, Webmaster, Treasurer, Executive Secretary**

##### **Annual Conference Membership Secretary Job Description:**

- 4.17.1. Coordinate with Webmaster and Executive Secretary in efforts to register new and renewing members in a timely manner
- 4.17.2. If requested by the Conference chairs, assist in the process of creating name- tags for the registrants, presenters, key notes.
- 4.17.3. Nametag information, for personnel other than registrants must be sent a minimum of fifteen days prior to the conference.
- 4.17.4. Assist registration crew on sight at the conference, handling all membership issues.
- 4.17.5. Assist where needed with the registration process
- 4.17.6. Prepare labels for the on site envelopes for all registrants  
You may need to prepare mailing labels for those without email access.

##### **Annual Conference Registrar Job Description:**

- 4.17.7. Coordinate with Webmaster, conference chairs, Membership Secretary and Executive Secretary to manage the on line and mail in registrations.
- 4.17.8. As snail mail registrations arrive, put them into the conference database.
- 4.17.9. Send notice to those who snail mail registration without payment that they may enter the conference registration to pay by Pay Pal, or to send the amount determined asap
- 4.17.10. Send email payment notice a full **fifteen days** prior to the conference, then a **second email ten days** before the conference, and then **on the day on line registration closes**.
- 4.17.11. If registrants do not have an email address, **snail mail them once ten days** before the conference to allow the mail to arrive, and the check to be sent.
- 4.17.12. Prepare envelopes for each registrant to include their final conference receipt and any needed tickets
- 4.17.13. Assist registration crew on sight at the conference.
- 4.17.14. Monitor lists and make sure that the conference chairs have the info regarding meal numbers, handicap needs, special meals when requested.
- 4.17.15. Create tickets for ticketed events. All must be checked by the executive Secretary for accuracy. [two pair of eyes policy]

##### **Annual Conference Executive Secretary Job Description:**

- 4.17.16. As Executive Secretary work cooperatively with the registration team made up of the Webmaster, Membership Secretary, Conference Registrar, and Treasurer.
- 4.17.17. Assist the registration process by working with the Registrar on registration problems, phone calls, cancellations, and anything that is needed.
- 4.17.17. Coordinate with the Executive Board for additional personnel at on site registration.
- 4.17.19. Make sure the conference has the requested on site insurance coverage.
- 4.17.20. Assist in preparation of on site registration envelopes

- 4.17.21. Be the second pair of eyes on all tickets, times, locations, prices. Check with conference team for final times to include departure times/return times.
- 4.17.22. Provide assistance to Conference chairs in planning their registration process and printed registration page in the fall *ArTeacher*.
- 4.17.23. Attend conference-planning sessions to be informed of conference team needs, and to bring those specific needs to the attention of the registration team.
- 4.17.24. Report to the Executive Board during and after the conference regarding the registration process.
- 4.17.25. Input the ticketed sessions and pertinent on-line conference registration information into the registration database once all is proofed and ready for printing and posting.

#### **Annual Conference Webmaster Job Description:**

- 4.17.26. The Webmaster will provide expertise in the on line registration process.
- 4.17.27. The Webmaster will cooperate with the members of this team to assist in resolution of member problems experienced while registering on line.
- 4.17.28. The Webmaster will assist, via, computer, should the need arise while the team is on site. *This is contingent on availability, it is not to conflict with responsibilities to other full time employment.*

### **5.0. TIMELINES:**

**5.1 PRESIDENT TIMELINES:** This position requires that you always follow through with phone, email and written communications. It also requires constant vigilance of the other elected and division positions to monitor and make sure all are fulfilling the requirements of their respective positions. Meet deadlines for articles for each *ArTeacher* and Conference publication as well as each deadline for the NAEA newsletter.

#### **January:**

- ❖ Prepare the agendas for the Executive and council meetings.
- ❖ Work with the President Elect and Vice President on agenda items and copies of updated calendars or revised documents for the Council notebooks.
- ❖ Work with President Elect for overnight lodgings and meeting space for Executive Board meeting.
- ❖ On Change-over years make arrangements for the Friday night meeting or a Saturday meeting prior to the Council meeting, to focus on training the new Executive Board officers.
- ❖ Make arrangement for these new officers to work with the out-going officers.
- ❖ Tabulate volunteer hours and turn into treasurer for 501 C3, remind Council to do the same.

#### **February:**

- ❖ Organize the Michigan Gathering at the NAEA National Conference. Have this time, place sent to all members via email.
- ❖ NAEA news article is due Feb 1. Continue to check with committees, webmaster, treasurer, bookkeeper, and communications, etc.
- ❖ Prepare NAEA MI report for NAEA Delegates assembly.

#### **March:**

- ❖ Prepare the agendas and handouts for the Executive and council meetings. Work with the President Elect and Vice President on agenda items and copies of materials. This meeting is in conjunction with Art Acquisitions and statewide adjudication of MAEA member student work. The Executive Board meeting is held on Saturday morning, with the Council beginning about noon with a light snack or lunch. Continue to check with committees, webmaster, treasurer, bookkeeper, and communications, etc.
- ❖ Attend the NAEA conference, the Western Region business meeting, delegates assembly the second year of this office, and the division luncheon of the MI Art Educator of the Year recognition. Provide a gift and card.
- ❖ Write article for *ArTeacher* and NAEA news article due April 1.

#### **April:**

- ❖ Article due for *ArTeacher* and NAEA news article due April 1.
- ❖ ArtServe Advocacy Day activities in April or May,
- ❖ Continue to check with committees, webmaster, treasurer, bookkeeper, and communications, etc.
- ❖ Work with NAEA delegate to begin work on Michigan state report and packets for Summer Western Region meeting.
- ❖ Prepare and send MAEA Conference workshop proposals for Meet the Association Night, Council meeting, Annual Business meeting.

#### **May:**

- ❖ Prepare the agendas and handouts for the Executive and council meetings.
- ❖ Work with President Elect to set time and location for meetings at WMU. Executive Board usually meets Saturday a.m. with the Council at noon to about 3:30 or so. Will need to check with the MYAF committee to be certain it coordinates with the student work pick up time.

- ❖ Attend MYAF activities such as the student workshops, Friday evening reception, honors luncheon on Saturday.
- ❖ Work with NAEA delegate to begin work on Michigan state report and packets for Summer Western Region meeting. Make reservations for WR summer meeting.

**June:**

- ❖ Article due for NAEA News on June 1.
- ❖ Write article for *ArTeacher*, due July 1.
- ❖ Attend Western Region summer training, take state folder/packets.

**July:**

- ❖ Prepare the agendas and handouts for the Executive Board meeting.
- ❖ Plan NAEA calendar and materials to be given out at retreat.
- ❖ Work with President Elect on Fall Leadership Retreat.
- ❖ Write article for NAEA news.

**August:**

- ❖ Article for NAEA news is due August 1.
- ❖ President's welcome letter due for conference program.
- ❖ Sign letters of support for conference presenters, etc.
- ❖ Attend Summer professional Development.
- ❖ Plan agenda for the Annual Business meeting.
- ❖ Write annual report for the Book of Forms.
- ❖ Collate reports for the Annual Report and the other reports and forms in the Book of Forms.

**September:**

- ❖ Facilitate agendas and meetings at the Fall Retreat with the President Elect.
- ❖ Write article for NAEA news.
- ❖ Purchase thank you gifts for conference chairs to be presented at the Annual Business Meeting.
- ❖ Prepare any materials for meetings at the fall conference.

**October:**

- ❖ NAEA news article is due Oct. 1.
- ❖ Attend NAEA fall conference, assist wherever needed.
- ❖ Write article for *ArTeacher*.

**November:**

- ❖ Nov. 1 *ArTeacher* article is due.
- ❖ Write article for NAEA news.
- ❖ Work with YAM and ArtServe on Wendy's project.
- ❖ Attend, if possible, Governor's Awards in Detroit.
- ❖ Plan agenda for December Executive Budget meeting.
- ❖ Work with President Elect on location and food.

**December:**

- ❖ Work with Financial team for budget preparations
- ❖ Facilitate Executive Board meeting.
- ❖ Article due for NAEA News Dec. 1
- ❖ Plan agenda for January meetings

**5.2. PRESIDENT ELECT TIMELINE:** This position requires that you always follow through with phone, email and written communications. It also requires constant communication with the President so that you are kept aware of all of the operations of the Executive Board and Council. You are responsible for the coordination of Executive Board and Council meeting places, as well as any food needed. This position also requires articles for each edition of the *ArTeacher*. Meet deadlines for articles for each *ArTeacher* and Conference publication.

**January:**

- ❖ Council and Executive Council meetings; you are in charge of all accommodations and food. In the changeover year, When you become President, you are also responsible for gift for outgoing President and agenda for council meeting on Saturday.
- ❖ Make sure the meeting place and food is set for March.
- ❖ Make sure there is ample space for adjudication of state work.
- ❖ Tabulate volunteer hours and turn into treasurer for 501 C3, remind Council to do the same.

**March:**

- ❖ Write article for *ArTeacher*, due April 1.
- ❖ Coordinate food for meetings.
- ❖ Help President in planning meeting agendas.
- ❖ Confirm meeting locations for Michigan Youth Arts Festival meetings. Notify Council of any help in food planning for the May Council meeting.

**May:**

- ❖ Coordinate meeting locations for Michigan Youth Arts Festival meetings.
- Plan on attending at least Friday night events and all day Saturday as President Elect. If the President is unable to attend Thursday p.m. through Saturday you may need to attend in their place.
- ❖ If the executive or council meeting is scheduled during the TOY luncheon on Saturday you will have to run the MAEA meetings. The President has to attend the student award luncheon.
  - ❖ A suggested schedule of 9:30 a.m. for Executive council and end it by 11:30 with lunch on their own and they can attend some of the festival events and then schedule the council meeting at 12:30 until 3:30 or 4:00, with pick up of work coordinated with the MYAF team for pick up of student work.

#### **June:**

- ❖ Write article for *ArTeacher*, due July 1.
- ❖ NAEA Western Region training.
- ❖ Assist NAEA Delegate and President in preparing WR report.

#### **July:**

- ❖ Executive Board meeting.
- ❖ Finalize preparations for annual fall retreat.

#### **August:**

- ❖ Final mailing and preparations for registration at the annual Fall Leadership Retreat.
- ❖ Write annual report for the Book of Forms.

#### **September:**

- ❖ Fall Leadership Retreat.
- ❖ Work with committee and President to prepare copies, notebooks, agenda, etc.

#### **October/ November:**

- ❖ Write article for *ArTeacher*, due Nov. 1.
- ❖ The Annual Conference. Check on arrangements for wine, cheese, fruit or whatever for council meeting on Thursday night.
- ❖ Represent MAEA at ArtServe and Arts Ark meetings. MAEA can be represented by the President, or the President Elect.

#### **December:**

- ❖ Work with the President on agenda for December Executive Board meeting to establish budget proposal for the new year and to revise or approve any changes to documents to go into the council notebooks.

**5.3. PAST PRESIDENT TIMELINE:** This position requires that you always follow through with phone, email and written communications. It also requires constant communication with the President so that you are kept aware of all of the operations of the Executive Board and Council. The first year is also the second year as NAEA Delegate. This position also requires that you meet deadlines for articles for each *ArTeacher* and Conference publication.

#### **January:**

- ❖ Establish and facilitate Nominating Committee with representation from various parts of the state.[ odd numbered years]
- ❖ Tabulate volunteer hours and turn into treasurer for 501 C3, remind Council to do the same.

#### **March / April:**

- ❖ Write article for *ArTeacher*, due April 1.
- ❖ Attend NAEA National Convention as a delegate.
- ❖ Work with nominating committee to line up members for executive officers.
- ❖ MAEA may need the final slate of Executive Officers by the registration date in May for WR

#### **MAY:**

- ❖ Assist President with preparation of the MAEA folders for Western Region Summer leadership forum.

#### **June:**

Write article for *ArTeacher*, due July 1.

- ❖ Attend Western Region Leadership forum as Delegate the first year of this position
- ❖ MAEA may need the final slate of Executive Officers by the registration date in May for WR Leadership training

#### **July/ August:**

- ❖ Executive Board meeting.
- ❖ Write annual report due Sept. 1

#### **September:**

- ❖ Finalize slate of officers (note: if the past Pres. Runs for an office, he/she must resign from the nominating committee and find a replacement subject to approval by council)

#### **October/ November:**

- ❖ Write article for *ArTeacher*, due Nov. 1.
- ❖ Nominating committee will present slate at Annual state Conference and entertain nominations from the floor.
- ❖ Collect biographies from those nominated, work with the committee to prepare and print ballot, mail to membership.

- ❖ Tally and report to council. [See MAEA Policy Document [ see MAEA Policy Document 1.8. Nomination Committee]

**5.4.Vice President:** This position requires that you always follow through with phone, email and written communications. It also requires constant communication with the President so that you are kept aware of all of the operations of the Executive Board and Council. This position also requires that you meet deadlines with articles for each edition of the *ArTeacher*.

**January:**

- ❖ Plan agenda for liaison portion of the council meeting.
- ❖ Coordinate liaison reports and then send them to the secretary for inclusion in the final minutes for each meeting.
- ❖ Work with President to coordinate the updating of the council handbook.
- ❖ Tabulate volunteer hours and turn into treasurer for 501 C3, remind Council to do the same.

**February:**

- ❖ Work with liaisons as needed to coordinate the state regional exhibits.

**March:**

- ❖ Work with President Elect and Division Chairs to coordinate needs for the March student adjudication.
- ❖ Plan agenda topics for Liaison portion of the council meeting.
- ❖ Coordinate list of members student work and exhibit locations with exhibit Chair.
- ❖ Article due April 1 for *ArTeacher*

**May:**

- ❖ Plan agenda topics for Liaison portion of the council meeting.
- ❖ Work with MYAF to coordinate pick up of student work and notification of members.
- ❖ Coordinate list of member student work and exhibit locations with exhibit Chair.

**June:**

- ❖ Attend Western Region Leadership forum.
- ❖ Work with Delegate, President, President Elect on preparations for this meeting.
- ❖ Work with conference chairs to coordinate the Liaison luncheon or meeting times for the conference.
- ❖ Article due July 1 for *ArTeacher*

**July:**

- ❖ Executive Board meeting.
- ❖ Finalize preparations for annual fall retreat with President Elect.

**August:**

- ❖ Finalize preparations for annual fall retreat with President Elect.
- ❖ Write annual report due Sept 1

**September:**

- ❖ Fall Leadership Retreat.
- ❖ Work with committee and President to prepare copies, notebooks, agenda, etc.

**October/ November:**

- ❖ Work with conference chairs, liaisons and division chairs on exhibits, meeting preparations for the conference.
- ❖ Article due Nov.1 for *ArTeacher*

**December:**

- ❖ Executive Board meeting. Prepare recommendations for budget for liaisons.

**5.5. Secretary:** This position requires attendance at Executive Board and Council meetings. [see Job Descriptions and By-Laws] This position requires that you keep both electronic and hard copies of minutes from all executive and Council meetings. You must also keep policy documents updated as directed by Executive Board.

**January/March/May/July/September/October/ November/December**

- ❖ Take minutes at the Executive and Council meetings.
- ❖ Assist President in setting up agenda
- ❖ Work with Vice President to collate the regional reports for the minutes.
- ❖ Within two weeks of the meetings, review minutes with President. Correct and edit.
- ❖ Send to Membership Secretary for distribution to the council and board
- ❖ *After approval of minutes Post minutes on appropriate website tabs*
- ❖ Keep electronic records and hard copies of all official meetings.
- ❖ Update all MAEA policy documents under direction of the Executive Board, electronically and hard copy.

**March:**

- ❖ Executive and Council meetings

**May:**

- ❖ Executive and Council meetings

**July:**

- ❖ Minutes for Executive Council meeting.

**September:**

- ❖ Minutes for Executive Board and Council at fall retreat.
- ❖ An electronic copy of the minutes from the previous year's Annual Business Meeting will be submitted for the Annual Report by Sept 1.

**October/ November:**

- ❖ Minutes for Executive Board, Council and Annual Business Meeting at the conference.

**December:**

- ❖ Minutes at Executive Board meeting

**5.6. Membership Secretary:** Develop, maintain, and keep a current list of membership contact information. Work with Webmaster, President and Executive Secretary on membership, council emailing.

**January-December:**

- ❖ Monthly update membership information.
- ❖ Send out packets to new members.
- ❖ Maintain email information.
- ❖ Maintain and update council directory.
- ❖ Attend executive and council meetings.
- ❖ Send membership reports to secretary for each council meeting.

**March/ May:**

- ❖ Executive Board and Council meetings
- ❖ Work with conference committee on registration needs.

**July:**

- ❖ Executive Board meeting

**August September:**

- ❖ Work with President Elect on mailings for fall retreat.
- ❖ Send annual membership report to President for MAEA Annual Report.
- ❖ Work with conference committee on registration needs

**October/ November:**

- ❖ Attend MAEA annual conference and work registration
- ❖ See MAEA Conference Policy for thorough list of responsibilities

**December:**

- ❖ Executive Board meeting

**5.7. Treasurer:** Work with bookkeeper monthly as second set of eyes in reconciliation of monthly expenses. [see MAEA Policy Document for details]

**January:**

- ❖ Monthly reconcile books with bookkeeper.
- ❖ Track long-term investments.
- ❖ Prepare financial reports for all meetings.
- ❖ Present proposed annual budget to Executive Board and council for approval.
- ❖ Facilitate Finance Committee.
- ❖ Attend Executive Board and Council meeting

**March/ May:**

- ❖ Same as January.

**July:**

- ❖ Attend Executive Board meeting.
- ❖ Work with conference committee on conference needs.

**October/ November:**

- ❖ Attend MAEA annual conference and work registration. See MAEA Conference Policy.
- ❖ Work with President and bookkeeper on the proposed budget for the next year.

**December:**

- ❖ Present proposed budget at Executive Council meeting for discussion.

**5.8. AWARDS CHAIR TIMELINE:** [see Job Description and MAEA Policy Document]

**January:**

- ❖ Send out a notice for all nominations to be turned in by the end of January

**February:**

- ❖ Letters to all award nominees and all nominators - outline required procedures.

**March/April:**

- ❖ All award applications due by April 31 Coordinate readers schedules for summer

**May:**

- ❖ Confirm Reader's schedule with each reader.

**June:**

- ❖ Report to Executive Council distinguished Service Applications - ask for approval
- ❖ Send Art Educator of the Year applications to readers

**July / August:**

- ❖ Receive evaluation forms from readers

**August:**

- ❖ Tally evaluation forms. Send letters of congratulations or Regrets to award applicants

**September:**

- ❖ Send an annual report to President.
- ❖ Send letters to winners' administrators
- ❖ Order awards plaques
- ❖ Request award banquet count: including free guests and paid attendees Send this count and checks to conference registration

**October/ November:**

- ❖ National Nominations and notification of our award winners due by Oct. 1.
- ❖ Present awards at conference banquet.
- ❖ Call for nominations at conference December
- ❖ Additional Comments: Give support and advice to each of the nominees.
- ❖ Turn in *ArTeacher* article and pictures by Nov. 1

**5.9. VENDOR COORDINATOR TIMELINE:** Attend council meetings and conference team meetings when needed. Soliciting vendors primarily at the NAEA convention via info sheet and personal contact. [see conference policy and MAEA Policy document]

**January/ February:**

**March:**

- ❖ Contact Art Craft Display - either in Lansing or Grand Rapids.
- ❖ Attend NAEA convention and meet with all vendors personally encouraging their attendance at our state conference.

**May:**

- ❖ Mail follow up letter to vendors, new and former- soliciting attendance at our conference

**June {July {August:**

- ❖ Collect vendor fees, answer queries, send hotel reservation forms to paid vendors, respond notes to vendors, take box lunch count with hotels, electricity survey

**September:**

- ❖ Make vendor booth assignments,
  - ❖ Keep in touch with Art Craft Display Co. regarding ID signs, other conference needs.
- October/ November:** (State conference fluctuates between October and November dates)

- ❖ Call in box lunch counts, finalizing other needs.
- ❖ Assist vendor set-ups, spending time and being on hand during the two days they are in attendance, assist takedown if necessary.
- ❖ Provide them with a conference program if extras are available.
- ❖ Pass out box lunches when provided.

**December:**

- ❖ Send Thank You letters to those vendors who exhibited that year and remind them of next years conference dates.

**5.10. MUSEUM DIVISION:** Responsibilities: represent resources of the Detroit Institute of Arts and other Michigan art museums. [see MAEA job descriptions]. Attend Council meetings.

**January:**

- ❖ Attend council meeting

**March:**

- ❖ Attend council meeting

**April:**

- ❖ Write article for *ArTeacher* featuring DIA programs and/or other museum's resources.
- ❖ Buy/place an ad in *ArTeacher* for DIA exhibitions and events.
- ❖ Attend National Art Education Association Conference on rotating basis with other Ed staff.

**July:**

- ❖ Write article for *ArTeacher* featuring DIA and/or other museum's resources. Due July 1.
- ❖ Hold professional Development workshops (sometimes in collaboration with MAEA)

**August/ September:**

- ❖ Attend MAEA Fall leadership Retreat and present DIA resources.

- ❖ Mail DIA student and Teacher programs and Resources brochure to all MAEA members

**October/November:**

- ❖ Attend and present at MAEA Annual conference and coordinate participation of other museum division members.
- ❖ Write an article for *ArTeacher* due Nov. 1.

**November:**

- ❖ Send in article for *ArTeacher* due Nov. 1.
- ❖ Buy an ad for exhibitions, events, and programs at the DIA and other museums.
- ❖ Write an article for *ArTeacher* due NOV.1.

**5.11. Advocacy and Youth Art Month (YAM):** Promote maintenance and growth of art(s) education in all of Michigan, schools and communities, through advocacy. Increase community, business and governmental support for art education. Attend council meetings. [see MAEA job descriptions]

**January:**

- ❖ Flag co-chairs choose student design to be used for YAM Flag and then make the flag

**February:**

- ❖ Photo with completed flag designer taken with Governor (Congressional member).
- ❖ Feb 15: Flag due at National: Council for Art Ed., Inc.  
1280 Main St., 2<sup>nd</sup> Floor, 781.293.4100  
PO Box 479 Hanson, MA 02341, 781.294.0808 fax

**March:**

- ❖ Celebrate Your Arts Month locally. DOCUMENT ALL ACTIVITIES!
- ❖ Attend Arts Advocacy Meeting (ArtServe) in Lansing.
- ❖ Meet with the Arts Caucus members. Responsible for Arts Advocacy Art Exhibition at the meeting.
- ❖ Attend National Art Education Association conference if possible

**April:**

- ❖ Meet April 15 *ArTeacher* deadline for advocacy article and notices.
- ❖ Line up speakers for state conference to promote advocacy.

**May:**

- ❖ Work with Michigan Youth Arts Festival (MYAF) committee for Youth Arts Week (week of actual Michigan Youth Arts Festival at WMU).
- ❖ Request the Governor's Proclamation for Youth Arts Month.
- ❖ Send notice to chair of conference for a table.

**June/ July:**

- ❖ Meet July 1 *ArTeacher* deadline: submit advocacy article and notices.

**August / September:**

- ❖ Develop advocacy presentation for fall retreat with President Elect and Vice President
- ❖ Appoint Flag co-chairs. Hand out information about flag contest. Submit design to Flag Co-chairs at State Conference
- ❖ Add flag design contest entry form to MAEA Book of Forms due Sept. 1

**October:**

- ❖ Liaisons promote designs of Youth Arts Month Flag at State conference.
- ❖ At conference share advocacy updates. Set up advocacy booth near registration desk

**November:**

- ❖ Meet November 1 *ArTeacher* Advocacy article deadline.

**December:**

- ❖ December 15 Deadline to accept flag designs from each Region.
- ❖ **Vision of Advocacy** by M. Karen Thomure and Alex Wagner- co Chairs YAM/Advocacy 2004:
- ❖ Help art teachers to easily obtain tools needed to promote, maintain and grow in Art Education in Michigan.
- ❖ Determine whom art teachers' impact: students, staff, school board, administrators, legislators, parents, parent groups, and community organizations.
- ❖ Dig into resources / share learning through newsletter from:
  - ArtServe (Donna Edwards)
  - MI Humanities Council.
  - GRPS Arts Advocacy (parents, teachers of Grand Rapids)
  - Research/Educational Professional Development
  - Tools: YAM and Exhibitions.
  - Governor's Proclamation

**5.12. MICHIGAN YOUTH ARTS FESTIVAL CHAIRS:**

**August:**

❖ One person attends the annual MYAF Board retreat, usually held in the first part of August. MYAF committees do their work and important policy issues are discussed. Begin planning the GTS tour schedule. Remember to schedule GTS into the MAEA fall conference slot. Arrange for display easels at conference.

**September:**

❖ Attend first MYAF Board meeting of the year. Begin planning for art workshops. Start communication with contact person within the Department of Art at WMU. Attend fall leadership retreat to discuss MYAF issues with liaisons.

**October/ November:**

❖ Use any time available at fall conference to discuss MYAF with liaisons or other interested members. Set up GTS with rest of student exhibits. Finalize and publish GTS travel schedule for the upcoming year.

**December:**

❖ Begin searching for jurors for the March adjudication. Usually two are chosen, try to have final choices by the end of the month or early January. Send reminders to liaisons regarding March adjudication schedule.

**January:**

❖ Finalize MYAF art workshops. Discuss the final schedule, materials needed and payment schedule for presenters with WMU liaison person. Make certain that workshop descriptions are ready to be mailed with the student packets.

**February:**

❖ Attend the second MYAF Board meeting of the year. At this meeting final scheduling decisions are made and most of the details regarding the Festival are ironed out. Review everything needed for the March adjudication. Send a disbursement request to MAEA bookkeeper/ treasurer to prepare the checks for the juror's payment. Touch base with the jurors sending maps and judging criterion. Contact members to help with the adjudication process. [2-3 is a good number]

**March:**

❖ Arrive at adjudication site early. Organize work area, put out directional signs and have all materials needed by jurors ready for their use. Check work in as it arrives; have assistants scan work for paperwork problems or other rejection issues. Meet jurors and walk them through the process. You and your assistants need to be available to help the jurors if they have questions and to remove rejected work.

❖ **ART WORK SELECTION GUIDE:**

- 100 pieces total [both 2-D and 3-D work]
- Try to have all MAEA regions represented
- 30 pieces selected for GTS [must be 2-D only]
- 18 pieces selected for Top 18 honors [may include 3-D]
- Must have all paperwork in order, if not, must be rejected.
- Work not meeting standards or not in good taste must be rejected.

**AFTER ADJUDICATION:**

- When all accepted work has been double checked, allow liaisons to view the work and to then pick up the rejected work to return to their regions. It is customary to introduce the jurors to the members at the council meeting and to have them speak briefly about their experience.
- Art accepted into the MYAF show is packed up and stored until it is time to prepare and sort prior to delivery to WMU for the exhibit.
- Shortly after the adjudication, the entry forms will need to be sorted and the master student list database created.
- Within one week, email the student show list out to liaisons.
- ASAP, email student database to whomever is preparing the MYAF student packets for mailing. Typically this mailing goes out by the last week of March.
- Order sketchbooks to present to the top 18 students.
- Photograph Top 18 work to post on the MAEA website.

**April:**

❖ Prepare the 100 piece show for the final exhibit. Frame the GTS. Sort and mount learning statements. Contact exhibits person at WMU and arrange to deliver the show. Touch base with WMU liaison regarding art workshops. Send disbursement form to MAEA bookkeeper/treasure requesting checks for workshop presenters. Find chaperones for festival.

**May:**

❖ Attend the Michigan Youth Arts Festival Thursday through Saturday.

○ *Thursday:* Attend the MYAF Board meeting, final details and instructions for Festival will be discussed. Students usually begin arriving on campus in the late afternoon. Gala opening performance/ welcome is usually held that evening. A meeting for all chaperones is also held Thursday evening.

○ *Friday:* Art workshops are held all day. Arrive at workshop site early to assist with set up and student registration. Help WMU liaison get workshops started and pop in throughout the day to make certain that all is well. Return near the end to assist closing down and to give the presenters their checks. Thank them for their service to our students. The Teacher of the Year awards dinner is usually held on Friday evening. The MAEA needs to be represented by the MYAF

chair and the MAEA President at this dinner. Either the MAEA President or the MYAF chair may present our TOY and make brief remarks. Formal photographs are usually taken at this event.

- *Saturday:* The MAEA Executive Board meets followed by the MAEA Council. Plan to attend if possible to give a MYAF report. The MYAF chair and the MAEA President attend the Honors Luncheon held on campus. At this luncheon, the Top 18 art students are introduced and presented with sketchbooks in honor of their artistic achievements.
- *Return of art work:* After the council meeting, all levels of student work from all the various state level shows is gathered up and returned to regional liaisons. It is very important that all work be carefully organized and placed into the correct region. The previous year's GTS is returned at this time and the new GTS is placed into the road cases to begin its exhibit run. All other work from the MYAF visual arts exhibit is returned at this time. It is also important that every liaison be there to pick up the student work. If they are unable to be there, they should designate a member or fellow liaison to take the work back to that region. If parents or students are at the Festival and wish to pick up their work, make certain to have it signed out. In no case may any unclaimed art work remain at WMU.

#### **June/ July:**

❖ Close out the MYAF year forwarding any bills for MAEA activities at the Festival to the MAEA bookkeeper/treasurer for payment. [ Be sure to include disbursement forms and original bills] Write and submit MYAF report to the MAEA Secretary. Touch base with the MYAF Executive Director to discuss any possible program problems or concerns. Return any emails or phone calls from members, liaisons or students who have questions or concerns about misplaced art work. Begin working on the exhibit schedule for the GTS.

#### **RETIRED DIVISION CHAIRS TIMELINE:**

**January:** Send out call for retired art teachers. Be generating list.

**February:** Consider planning a retiree event or activity.

**March:** Communicate to members the upcoming garage sale, encourage donations and begin recruiting help for sale. Keep checking for retired art teachers.

**April/May:** Write conference proposal for garage sale and retired division level meeting, (if this will be held). Send to Conference committee. Assure that a large room with many tables will be provided. Allow at least 1 1/2 hours for sale...could be longer.

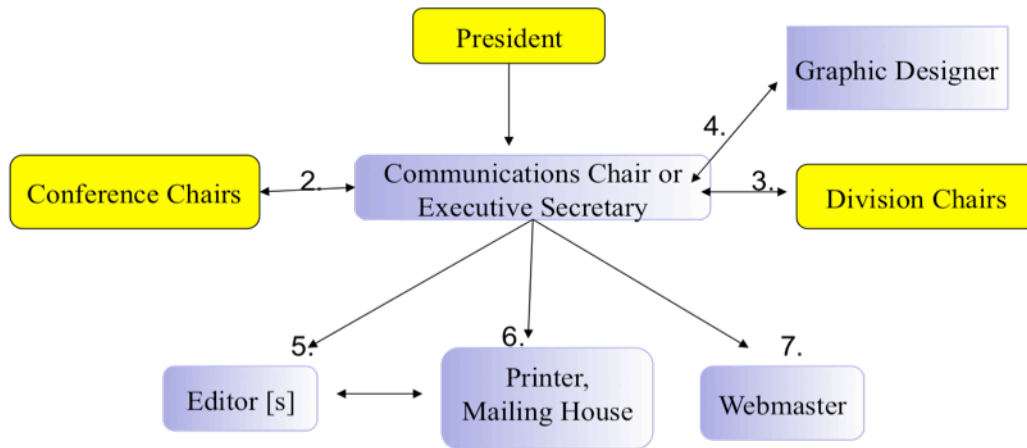
**June:** Reminder for those retiring or those knowing retired teachers to get on "the list."

**July-September:** Collect garage sale items as well as materials that will be needed for the sale. Make signs for sale. Complete list of volunteers to help run the sale. Mail letters to those retired inviting them to Awards Banquet. Generate list and communicate to conference registrar. Letter certificates and set aside pins for those to attend.

**October:** Bring garage sale items, certificates and pins to conference. Check pronunciation of names if necessary. Be sure Awards Chair or you have arranged for roses for each awardee and wrap with a ribbon. Present awards at banquet. Run garage sale. Account for money and turn into treasurer. Arrange for storage of any leftover items of value if they will be saved for the following year.

**Throughout year:** submit articles to ArTeacher as appropriate.

# MAEA Communications Flow-Chart



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Please see Communications Chair/Executive Secretary Description for corresponding narrative and the enclosed descriptions for the other Department positions.

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