

CÆA Job Descriptions:

President/Co-Presidents:

1. Presides at all meetings of the CÆA Board.
2. Sets the meeting agenda for Board meetings.
3. Serves as official spokesperson for the Association.
4. Establishes the professional goals and programs for the Association in consultation with the Board
5. Informs the membership of the activities of the CÆA Board and the concerns of the Association.
6. Acts as or appoints CÆA Conference Committee Chair/Coordinator.
7. Attends each year the CÆA Fall Conference, NAEA National Convention, Team East Region Retreat.
8. Represents Connecticut at Delegates Assembly at the NAEA National Convention.
9. Attends and presents at the CÆA Outstanding Educator Awards.
10. Attends or picks representative to attend CAAA meetings (presents CÆA report).
11. Attends or picks representation to attend CMEA meetings.
12. Serves on the Advisory Board for and attends Connecticut Regional Scholastic Art Awards Ceremony.
13. Serves on awards committee.
14. Receives Professional Development Grant Applications.
15. Finalizes the CÆA meeting and events calendar for the upcoming school year.
16. Writes articles for the CÆA newsletter and web site and submits articles upon request from NAEA.
17. Follow-up communication with all committees including on a regular basis.
18. Follow-up communication with all Regional/Division Representatives.
19. Advocates for Visual Arts education and CÆA membership throughout the state.
20. Trains the President-Elect.
21. Performs such other duties as usually pertain to the office of the President

Vice-President: *(in absence of co-president and/or president-elect)*

1. Supports the President.
2. CÆA Conference Committee Chair/Coordinator.
3. Attends CÆA Fall Conference, Team East National Leadership Meeting, CÆA Outstanding Educator Awards Celebration and other events.
4. Plans the CÆA Spring Retreat – works with President-Elect
5. In absence of president-elect goes to NAEA Delegates Assembly
6. Provides report for newsletter/website
7. Co-chairs Awards Committee – overseeing Awards Celebration.

President-Elect:

1. Trains with the President/Co-President by attending Board Meetings
2. Attends each year the CÆA Fall Conference, NAEA National Convention, Team East Region Retreat and CÆA Outstanding Educator Awards.
3. Serves as a member of the CÆA Conference Committee.
4. Plans Spring Retreat.
5. Represents Connecticut at Delegates Assembly at the NAEA National Convention if there is no co-president.
6. Opportunities to attend the NAEA Convention and Team East Region Retreat.
7. Performs all the duties of the President in his or her absence

Past President:

1. Supports and advises the President/C-President in terms of Policy and provides historical information about the association.
2. Attends Board meetings.
3. Represents CÆA at NAEA Delegate's Assembly if there is not co-president, president elect or if the president cannot be present.
4. Assumes the duties of the President-Elect in the event of vacancy in that office.
5. Assumes other duties as determined by the President.

Treasurer:

1. Manages CÆA budget on monthly basis by making deposits, writing checks and keeping an accurate accounting register.
2. Attends and prepares reports for the Board meetings.
3. Works closely with the Membership Director and the Fiscal Agent.
4. Accepts all monies from CÆA events.
5. Renews CÆA insurance yearly and acquires insurance binders for events.
6. Communicates directly with membership concerning fees and dues.
7. Required to keep receipts and reimbursements forms on file for tax purposes.
8. Works with accountant to prepare taxes each year.
9. Comply with the State's requirement establishing this Association as a non-profit corporation.

Secretary:

1. Attends and provides the minutes for meetings.
2. Takes a list of attendees at the meetings.
3. Emails meeting minutes/Secretary's Report to the President, and executive committee after meeting is completed and one week prior to the next meeting.
4. Maintains archival files of the boards' and committee' reports and their publications.
5. Maintains attendance records.
6. Helps with Fall Conference, Youth Art Celebration, CÆA Awards and the retreat.
7. Keep the minutes of all meetings, prepare/present typed minutes of previous meetings

Corresponding Secretary:

1. Corresponding Secretary must be in constant communication with the President/Co-President, Committee Chairs, and Regional Representatives.
2. Sends out correspondence according to the president and Board of Directors needs.
3. Sends reminders one week prior to meetings and events to state arts consultant, state arts teachers in residence, the presidents of CMEA, CAAA, CAAE, and others as needed.

Publicity:

1. Notify press about events and activities to get press coverage
2. Write press releases, such as Scholastic Art Awards, Arts Slam, YAC, etc.
3. Provide website/newsletter information for all events.

Advocacy:

1. Attend all Board meetings (submit report if cannot attend).
2. Prepare and submit Advocacy reports to the CÆA Board about activities, accomplishments, and projected plans.
3. Maintain communication (read and respond to all communication in a timely manner) with President to fulfill business of the Association.
4. Submit a list of member names that are on your committee to the President/Co-President.
5. Submit committee minutes to the President and Secretary.
6. Seek out advocacy opportunities and partnerships
7. Keep updated on latest trends in art education in CT.
8. Keep in contact with CMEA advocacy chair and CMEA/CAEA lobbyist on legislation affecting art education and art educators in the state and nationally.
9. Submit an article about your event to the Newsletter Editor and Web Master for publication.
10. Works to recruit new and maintain current CÆA members through a variety of avenue and initiatives.
11. Use the CÆA logo for all letters and other correspondences. Use of another organization's logo along with CÆA must have prior approval from the Board of Directors.
12. Plans and implements Arts Slam in connection with CMEA.

Membership Director:

1. Attends the monthly Board meetings.
2. Maintain accurate membership records.
3. Update the Membership brochure from year to year.
4. Sends reminders to members who have lapsed.
5. Maintain accurate membership mailing addresses and emails.
6. Provide a monthly report to at Board meetings.
7. Works to recruit new and maintain current CÆA members through a variety of avenue and initiatives.
8. Works closely with the Treasurer and Fall Conference committee.

Communications Chair:

1. Attend the Board meetings as needed.
2. Communications Chair must be in constant communication with the President/Co-President, Committee Chairs, Regional Representatives, and the Newsletter Editor.
3. Update the web site periodically as directed by the President/Co-President.
4. Promptly submit reimbursement forms with receipts to the Treasurer before June 30 of each year. Please clearly state what the reimbursement is for on the form.
5. Register and keep current the CÆA.net web address.
6. Keep webhosting current
7. Send out email blasts to membership about meetings and other events in a timely fashion as needed and as directed by the president/co presidents.
8. Works with Social Media and Newsletter Editor.

Social Media:

1. Reports to Communications Chair
2. Maintains CÆA Facebook, Twitter, Instagram and other social media accounts.
3. Post updates about events and activities in a timely manner.

Newsletter Editor:

1. Attend the Board meetings as needed.
2. Newsletter Editor must be in constant communication with the President/Co-President and Communications Chair.
3. Prepare CÆA newsletter as directed by as directed by the President/Co-President.
4. Send out email reminders to Board members to solicit articles and reminders of publication deadlines.
5. Maintain 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.
6. Provide advance draft copy of the newsletter for review by the President/Co-president prior to publication.
7. Promptly submit reimbursement forms with receipts to the Treasurer.
8. Solicit and collect advertisements.

Regional Representatives/Division Representatives:

1. Act as a liaison between your region/division and CÆA.
2. Attend all Board meetings.
3. Prepare and submit Division/Regional reports to the CÆA Board about activities, accomplishments, and projected plans.
4. Maintain communication (read and respond to all communication in a timely manner) with President to fulfill business of the Association.
5. Copies of all correspondences relative to CÆA should be submitted to the President/Co-President.
6. Email President /Co-President ahead of time if you have something that needs urgent attention on the agenda.
7. In the event of an absence, notify the President/Co-president and submit report for meetings.
8. Outreach to members to help CÆA meet its mission and long-range goals.
9. Be in contact with your division/regional members whenever possible.
10. Update your division/region's membership list early on in the school year.
11. Seek out contact school information for new art educators in your region.
12. Hold at least one division/regional workshop or event for your members during the school year.
13. Provide the Newsletter Editor and/or the Web Site Manager with one newsworthy item each year.
14. Promptly submit reimbursements forms with receipt(s) to the Treasurer.
15. Be familiar with CÆA Constitution, Policies, and Job Descriptions.
16. Use the CÆA logo for all letters and other correspondences. Use of another organization's logo along with CÆA must have prior approval from the Board of Directors.

Committee Chairpersons:

Includes Scholastic Art Awards, Awards, Fall Conference, Youth Art Celebration, Social, Art Slam, Activities, etc.

1. Act as a liaison between your committee and CÆA.
2. Attend all Board meetings as needed.
3. Prepare and submit Committee reports to the CÆA Board about activities, accomplishments, and projected plans.
4. Maintain communication (read and respond to all communication in a timely manner) with President to fulfill business of the Association.
5. Discuss with the Board direction and goals of your committee.
6. Be familiar with CÆA Constitution, Policies and Job Descriptions.
7. Submit a list of member names that are on your committee to the President/Co-President.
8. Submit committee minutes to the President and Secretary.
9. Be prepared to present committee reports at Board meetings.
10. Provide adequate time for Announcements/Communications prior to the event.
11. Submit an article about your event to the Newsletter Editor and Web Master for publication.
12. 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 prior to publication.
13. Use the CÆA logo for all letters and other correspondences. Use of another organization's logo along with CÆA must have prior approval from the President/Co-President.
14. Promptly submit reimbursement forms with receipt(s) to the Treasure