AZArtEd

ARIZONA ART EDUCATION ASSOCIATION

AAEA 2026 · UNPLUGGED

AAEA Job Descriptions

Prescott, Arizona · October 16–18, 2026



Create together

Arizona Art Education Association

A vibrant and creative community that inspires, supports, and advocates for innovative learning in the visual arts.

Policy & Procedures Manual

Revised 2025

Introduction

The Arizona Art Education Association (AAEA) Policy and Procedure Manual is meant to serve as a guide to the AAEA elected and appointed leadership in conducting the business of the association. Policies and procedures provide an organization with a basis of operation that is fair and equitable to all members. If an action is called into question, the leadership may call upon policy and procedure to assist them in making a fair and logical decision.

Historically, The AAEA has always taken a leadership role in state and national art education issues. Our members have held a variety of positions on the NAEA board, served on NAEA committees and served as reviewers of NAEA publications. As an affiliate of the NAEA, the AAEA Constitution, Bylaws and Policy and Procedures reflect the wishes of the AAEA membership as well as model those of NAEA.

Within the scope of the mission and goals of AAEA, the organization's leadership generally cites both internal and external goals. These have varied from year to year depending on the political climate, current education issues and the desires of the membership. Typically, maintenance goals are those goals that refer to ongoing projects. Examples of these are:

- An annual state conference
- A communication document such as a newsletter, magazine, or journal,
- Exhibits, Visual Arts Student Awards (VASA)
- Youth Art Month (YAM)

External goals are those goals that focus directly on current needs of art educators of Arizona. These may be influenced by the current AAEA leadership and reflect a sign of the times. Some of these have included:

1. Taking an active role in shaping Arizona State Department of Education issues which may include but are not limited to:
    a. Curricular issues regarding what art education will be taught in the common (K-8) schools in Arizona,
    b. Choosing educators who will teach children,
    c. What types of certifications and endorsements those teachers must have.
2. Influencing the makeup of the art teacher proficiency exam.
3. Influencing the direction of assessment of student progress.
4. Taking an active role in advocating for art education, arts and education issues with key decision makers and educating the membership.
5. Providing membership with appropriate professional development to assist them in meeting any new mandates or changes in curricular edicts.

The list identified above is meant to illustrate examples and is not a total list of possible choices. Usually, the AAEA executive officers will meet after the election to form a skeleton of possible goals for the administration term of office. At the changeover meeting, generally held in March or April, the existing officers and council share their roles and responsibilities with the new state council. At this time the new president would share potential goals with the council and begin to focus on those areas of greatest importance and interest. After the changeover meeting, most

likely in the summer, a leadership retreat including the state council is conducted to determine specific goals and action plans to achieve them.

Because members have always wanted to be frugal with the AAEA budget, care should be taken to select sites for these meetings and retreats that are convenient to the majority of the members attending and have minimal cost to the organization.

Following the policies and procedures identified in this manual will serve to create unity, efficiency and continually improve the effectiveness of AAEA. The future of AAEA is in your hands, heart and soul. Make your decisions wisely based upon the policies and procedures outlined within this manual. Let your decisions be based upon meeting the art education needs for the citizenry of Arizona: the children, the community and the teachers who provide the instruction.

Mission Statement

To further highly qualified art education through professional development, service, advancement of knowledge, advocacy and leadership and to increase creative connections to human experiences.

It is our purpose to promote and maintain the highest possible quality of instruction in visual arts programs under whatever auspices they are fostered.

It shall be our intent to communicate our belief to the organized teaching profession and to the community-at-large, to strengthen the position of the visual arts as a discipline in the schools, and to affect positively the role of art education in the culture.

We dedicate ourselves to aesthetic and humanistic growth and quality performance in art.

With these as our goals, we support visual arts and humanities programs that provide depth and breadth of experience in art in order to meet the needs, interests, and abilities of the varied individuals we teach.

PREAMBLE TO THE CONSTITUTION

The Arizona Art Education Association through its Constitution sets forth the means by which the aspirations of those responsible for programs of art education can be supported and extended.

As an organization, we affirm our belief in the power of the visual arts to enrich the lives and endeavors of our community. In a highly technological society such as ours, the visual arts serve as a humanizing force, giving dignity and a sense of worth to the individual.

It is our purpose to promote and maintain the highest possible quality of instruction in visual arts programs through diverse methods of professional development. It shall be our intent to communicate our belief to the organized teaching profession and to the community-at-large, to strengthen the position of the visual arts as a discipline in the schools, and to positively affect the role of art education in the culture.

Service Positions

Executive Board

- President
- President Elect
- Secretary
- Treasurer
- Past President

Council

- Regional Liaison Chair
    - Regional Chairs
        - Central
        - East
        - North
        - South
        - West

- Communications
    - Website
    - Newsletter
    - Social
    - Media Exhibits Chair.
    - Youth Art Month/YAM
    - Visual Arts Student Awards – VASA

- Conference
    - No Awards Chair
    - Vendor Chair
    - Professional Development Scholarship Fund Chair

Non Council

Division Chair

- Elementary
- Middle Level
- Secondary

    - Higher Education /Pre-Service/Student
- Sub-Committees
    - Retired Art Educators
    - Museum Education
    - AZ Dept. of Ed Liaison

Executive Board

President

President Job Description excerpt from BYLAWS - Section 1, Adopted 1995, Revised 2001, Revised 2007, Removed from the Bylaws 2012, Revised 2017

- Organize, initiate agenda and preside at all meetings of the AAEA Executive Board
- Serve as Chairperson and ex-officio of the Executive Board
- Appoint the chair of AAEA Standing and Ad Hoc committees with consultation and approval of the AAEA Board
- Review all appointed positions annually and make necessary appointments, in consultation with AAEA Executive Board
- Coordinate and delegate responsibilities to officers, committees and regional representatives
- Serve as ex-officio member of all committees
- Establish through the AAEA Executive Board the professional goals and programs for the Association.
- Act on behalf of the AAEA in matters of policy and decision-making as the elected representative of the organization, having the final voice on all activities under the endorsement of AAEA.
- Notify the Executive Board and delegate duties as needed in the event of an illness or absence.
- Represent AAEA at the annual NAEA Delegates Assembly and Pacific Regional Conference. Maintain communication with the NAEA Regional Vice President and the NAEA national office
    - Establish through the AAEA Board the professional goals and programs for the Association
    - Inform the membership of the activities of the AAEA Board and the concerns of the Association action,
- Be point of contact for the Division Group (Elementary, Middle Level, Secondary, Supervision, Higher Education, Museum and Retired)
- Communicate and support Regional Liaison for regional workshops.
- Train incoming President
    - Past Pres~~ide~~nt Pres~~ide~~nt Preside~~nt~~ elect incoming President elect

    - Vacancy filled by Past President

- Co-chair conference with President-Elect (1st year)
- Work as Presenter chair and create a conference schedule (2nd year)
- Hold Executive Board and Council 2 meetings year (Spring and Fall)
- Publish annual newsletter in Fall for Back to School and 2nd newsletter in January
    - Fall: Conference coverage
    - Winter: Survey results from conference, YAM information

President Elect

President Elect Job Description excerpt from Bylaws- Section 1, Adopted 1995, Revised 2001, 2007, removed from the bylaws 201, Revised 2016, Revised 2017

- Serve as a member of the Executive Board
- Assume the duties of the President in the event of a vacancy in the office or when so designated by the President
- To be an alternate delegate to the NAEA Delegates Assembly and/or Pacific Conference when so designated by the President.
- Go to the National Leadership Conference with the President
- Coordinate all actions with AAEA President in order to obtain the goals of AAEA
- Submit regular reports and share evidence with the AAEA President concerning the President-Elect's activities quarterly or as requested by the President
- Research and review needs of Arizona Art Educators for special programs (ex. Interest programs, leadership retreat)
- Be a point of contact for the Council
- Assume other duties determined by the President
- Conference Co chair 1st year
- Conference Chair 2nd year
- Co-chair conference with President

Secretary

Secretary Job Description excerpt from BYLAWS - Section 1, Adopted 1995, Revised 2001, Revised 2007, Removed from the Bylaws 2012, Revised 2017, Revised 2020

- Serve as a member of the Executive Board
- Record minutes of all business meetings of the Executive Board, and Council meetings and publish copies to council members
- Present minutes at AAEA general session meetings annually at conference.
- Handle official correspondence
- Act as official Agent of Records (membership) i.e keeping up to date membership records, executive board, council members,etc. in cooperation with the Treasurer
- Record minutes of Council and Executive Board meetings
- Changeover Summary Reports submitted by AAEA Council members
- Communicates all AAEA events such as conferences, workshops and clinics with the membership
- Assist Treasurer in archiving reports

- Policy revisions will be made under the direction of the AAEA Board and recorded by the secretary
- Mentor incoming Secretary

Treasurer

Treasurer Job Description excerpt from BYLAWS - Section 1, Adopted 1995, Revised 2001, Revised 2007, Removed from the Bylaws 2012, Revised 2017

- Serve as a member of the Executive Board
- Keep financial records and pay all bills
- Manage payments and collection in a variety of formats such as Paypal, checks, etc..
- Arrange for audit of association books as determined by the AAEA Executive Board (in August, November at conference, and in April at changeover meeting)
- Prepare and submit a financial status report at the Board, Council and general membership meetings and publish statements twice annually in AAEA Newsletter
- Submit any statements subject to collection of monies when due to the AAEA
- Be a standing member of , Professional Development Scholarship Fund,Grants and Fundraising Committees
- Work with the President in obtaining the goals of the AAEA
- File any and all government financial statements
- Work with the Executive Board to set rates for commercial exhibitors, newsletter ads, journal ads, and any fees or charges related to the business of the Association
- Be point of contact for the Finance Group (Executive Board and Council)
- Duties below not from Bylaws but added to Policy Manual
- Financial Advisor throughout the year for conference, purchase orders, and events. at conference as well as purchase orders throughout the year.
- Train incoming Treasurer, beginning in December in the last year of term
- Act as official Agent of Records (membership) i.e keeping up to date membership records, executive board, council members,etc. in cooperation with the Secretary

Past President

Past President Job Description excerpt from BYLAWS - Section 1, Adopted 1995, Revised 2001, Revised 2007, Removed from the Bylaws 2012, Revised 2017

- Serve as an advisor to the Executive Board and Council
- Support the President in all areas of business
- Be Chair of the Nominating Committee
    - Direct and organize the AAEA election of officers
    - Distribute nomination information
    - Provide ballots
    - Mail election materials
    - Collect and count election returns
- Organize and publish the records and proceedings of the office during his/her term as President into written form for placement in the permanent AAEA records, in Google Drive
        - Complete listing of the Executive Council
        - End of term Summary Reports submitted by AAEA Council members
        - Programs for all AAEA events, such as conferences, workshops and clinics

        - End of Term Treasurer's Report
    - Agendas and minutes of Council and Board
    - Treasurer's reports
- Assume the duties of the President-Elect in the event of vacancy in that office
- Work with the President in obtaining the goals of the AAEA
- Assume other duties as determined by the President.
- Conference Presenter Scheduler (1st year).

Council Positions

Regional Liaison

Regional Liaison Job Description excerpt from BYLAWS - Section 1, Adopted 1995, Revised 2001, Revised 2007, Removed from the Bylaws 2012, Revised 2017

- Serve as voting member of Executive Board
- Communicate with Central, North, South, East and West Chairs
- Promote membership and professional involvement in the AAEA
- Know the regional boundaries that are served
- Is instrumental in at least 5 regional events per year, 1 for each region. Coordinates events with the regional chair and president elect.
- Report to the President
- Promote involvement in state level activities and forwards names of individuals willing to serve on AAEA committees to the President
- Publicize regional activities regularly in the AAEA newsletter and website
- Submit an annual written report on activities for each area at conference.
- Attend each regional event
- Responsible for setup and maintenance of each events as well as documenting in digital format
- Train incoming Regional Liaison, beginning in December in the last year of term

Regional Chairs

- Central, East, North, South and West
- Appoint or serve as regional VASA coordinator.
- Promote membership and professional involvement in AAEA.
- Know the boundaries of the specific area served, and call and organize meetings of Art educators within that area.
- Provide a list of schools, Art educators and administrators in the area including addresses, telephone numbers and positions to the Membership Chairperson.
- Develop committees at the local level to meet needs of the regional area.
- Be instrumental in organizing an AAEA program at least once every two years, primarily for local members - content and management being determined by needs of the members of the regional area - and coordinate scheduling with the President-Elect.
- Serve as a member of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relate to Youth Art Month
- Serve as a Member of the Executive Council by attending all Council meetings, or send a representative.
- Promote involvement in state level activities and forward names of individuals willing to serve on AAEA committees to the President.

- Publicize activities of the regional area regularly in the AAEA newsletter and website.
- Submit an annual written report on activities of the area to the Executive Board by April 1st annually.

Elementary Division Chair

- Facilitate communication among the Elementary Art teachers of Arizona.
    - Organize workshops in needed areas,
    - Keep Elementary Art educators abreast of trends in Art Education,
    - Organize format for interaction among Elementary Art educators (Meetings, newsletter column, website page, etc.).
- Organize and conduct division workshops during the year, and a division meeting for the fall AAEA conference.
- Be a curriculum planning resource for Elementary Art educators in Arizona. facilitate use of the State Standards for Visual Arts document and give assistance to individual teachers/departments as requested.
- Coordinate with Regional Chairpersons to assist in the tasks of the committee.
- Serve as a member of the AAEA Council by attending all Council meetings, or send a representative
- Represent the AAEA in this capacity at the state and national levels, such as working with the NAEA Regional Elementary Director.
- Be responsible to the Executive Board of the Arizona Art Education Associations for the performance of these tasks
- Help to organize and coordinate events throughout the year that relates to Youth Art Month and encourage visual art teachers to recognize National Arts in Education week at their schools
- Make a written report to the Executive Board by April 1st annually.

Middle Division Chair

- Serve as a member of the VASA committee of AAEA.
- Facilitate communication among the Middle level Art educators of Arizona.
    - Organize workshops in needed areas
    - Keep Middle level Art educators abreast of trends in Art Education,
    - Organize format for interaction among Middle level Art educators (Meetings, rotating displays, newsletter column, web page, etc.).
- Organize and conduct division workshops during the year, and a division meeting for the fall AAEA conference.
- Be a curriculum planning resource for Middle Level Art educators in Arizona. facilitate use of the State Standards for Visual Arts document and give assistance to individual teachers/departments as requested.
- Coordinate with Regional Chairpersons to assist in the tasks of the committee.
- Serve as a member of the Executive Council of the AAEA by attending all Council meetings, or send a representative.
- Represent the AAEA in this capacity at the state and national levels, such as working with the NAEA Regional Middle Level Director.
- Serve as a member of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relates to Youth Art Month
- Be responsible to the Executive Board of the Arizona Art Education Associations or the performance of these tasks.
- Make a written report to the Executive Board by April 1st annually

Secondary Level Chair

- Serve as a member of the Visual Arts Student Awards (VASA) committee.
- Facilitate communication among the Secondary Art teachers of Arizona.
    - Organize workshops in needed areas,
    - Keep Secondary Art educators abreast of trends in Art Education,
    - Organize format for interaction among Secondary Art educators (Meetings, rotating displays, newsletter column, website page, etc.).
- Organize and conduct division workshops during the year, and a division meeting for the Fall AAEA conference.
- Be a curriculum planning resource for Secondary Level Art educators in Arizona. facilitate use of the State Standards for Visual Arts document and give assistance to individual teachers/departments as requested.
- Coordinate with Regional Chairpersons to assist in the tasks of the committee.
- Serve as a member of the Executive Council of the AAEA by attending all Council meetings, or send a representative.
- Represent the AAEA in this capacity at the state and national levels, such as working with the NAEA Regional Secondary Director.
- Be responsible to the Executive Board of the Arizona Art Education Associations for the performance of these tasks.
- Serve as a member of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relates to Youth Art Month
- Make a written report to the Executive Board of the AAEA for the performance of these tasks by April 1st annually.

Executive Board - Museum Education Division Chair

- Facilitate communications between Museum Educators in all areas of Arizona
- Organize workshops in needed areas.
- Keep Museum Educators abreast of trends in art education
- Organize format for interaction among Museum Educators (Meetings, Newsletter column, web page, etc.)
- Organize and conduct division meetings and workshops, including a division meetings and workshops, including a division meeting for the fall AAEA Conference.
- Be a curriculum planning resource for Museum Education departments in Arizona facilitate use of the State Standards for Visual Arts document and give assistance to individual Museum Educators as requested.
- Work with Membership Chairperson to distribute AAEA membership materials and program information.
- Help to organize and coordinate events throughout the year that relates to Youth Art Month
- Serve as a member of the AAEA Council by attending all Council meetings, or send a representative.
- Represent the membership in this capacity at the state and national levels, such as working with the NAEA Regional Museum Division Director.
- Make a written report to the Executive Board of the AAEA for the performance of these tasks by April 1st annually.

Higher Education Division Chair

- Facilitate communication among the Higher Education Art teachers of Arizona.

    - Organize workshops in needed areas,
    - Keep Secondary Art educators abreast of trends in Art Education
    - Organize format for interaction among Secondary Art educators (Meetings, rotating displays, newsletter column, website page, etc.).
- Organize and conduct division meetings and workshops, including a division meeting at the annual conference.
- Be a curriculum planning resource for Higher Education Art educators in Arizona. to facilitate the use of the State Standards for Visual Arts document. and give assistance to individual educators/departments as requested.
- Promote student membership in AAEA student chapters of institutions of higher learning. student? or intern? college level student?
- Support and provide guidance to the Student Representative in her/his efforts to perform his/her responsibilities.
- Facilitate communication between student chapters in all areas of Arizona
- Actively involve college level students in AAEA membership and activities.
- Work with the division Chairpersons at Elementary, Middle level, Secondary, Higher Education, Administration/Supervision and Museum levels to deal with student development and needs.
- Coordinate and work with other student chapter advisors to implement the tasks of student membership development.
- Supply the membership chairperson with current listings of student chapter members and their officers.
- Work with student chapter advisors to organize workshops or sessions for students at the AAEA conference when appropriate.
    - Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
    - Represent the AAEA in this capacity at the state and national levels, such as working with the NAEA Regional Higher Education Director.
- Be responsible to the Executive Board of the Arizona Art Education Association AAEA for the performance of the tasks.
- Serve as a member of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relates to Youth Art Month
- Make a written report to the Executive Board of the AAEA for the performance of these tasks by April 1st annually.

Retired Art Educators Division Chair

- Promote involvement of retired members in Association activities.
- Promote the social and intellectual stimulation of retired members.
- Organize and implement a system for retired members to act as mentors to others in art education.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Represent the membership in this capacity at both state and national levels.
- Make an annual written report concerning the activities of the Leadership Committee to the Executive Board by April 1st.

Pre- Service Division Chair

- Promote student membership in AAEA student chapters of institutions of higher learning.
- Encourage participation in AAEA membership and events by art education students.
- Work with Student Chapter Advisors Representative to organize workshops or sessions for students at the AAEA conference when appropriate.

- Assist with regional or divisional activities or events.
- Provide leadership to local student chapters by communicating with students members the goals and activities of AAEA, organizing or attending chapter meetings and events and encouraging student members to develop a professional attitude.
- Serve as a member of the AAEA Executive Council by attending all Council meetings, or send a representative.
- Represent the membership in this capacity at both state and national levels.
- Submit an annual written report of activities and programs to the Executive Board by April 1st.

Administration/Supervision Level

- Facilitate communications between Administration/Supervision coordinators in all areas of Arizona.
    - Organize workshops in needed areas.
    - Keep Administrators/Supervisors abreast of trends in Art Education
    - Organize format for interaction among Administrators/Supervisors (Meetings, newsletter column, webpage, etc.)
    - Develop and strengthen communications between elementary, middle, secondary, higher education levels in order to improve transitional flow of Art programs.
    - Organize and conduct division meetings and workshops, including a division meeting for the fall AAEA Conference.
- Be a curriculum planning resource for Administration/Supervision departments in Arizona. facilitate use of the State Standards for Visual Arts document and give assistance to individual Art Supervisors as requested.
- Work with the President and Committee Chairpersons to promote AAEA programs and activities, such as Arizona Youth Art Month, AAEA Legislative activities, Visual Arts Student Awards (VASA), Alliance for Arts Education conference, all other conferences and workshops.
- Work with Membership Chairperson to distribute AAEA membership materials and program information.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Represent the membership in this capacity at the state and national levels, such as working with the NAEA Regional Administration/Supervision Director.
- Be responsible to the Executive Board of the Arizona Art Education Association for the performance of the tasks.
- Make an annual written report to the Executive Board of the AAEA for the performance of these tasks by April 1st.

Website Committee Chair

- Be responsible for all aspects of the Association's web presence including obtaining content, and assuring the accuracy and appropriateness of all materials published on the site.
- Ensure that updates to the site are made in a timely manner.
- Ensure that the site is easy for users to navigate and use.
- Manage any advertising.
- Keep current back-up copies of all active materials of the site.
- Coordinate and work with other Association members to implement the tasks of website administration.

- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Attend meetings, or send a representative.
- Represent the membership in this capacity at both state and national levels.
- Make an annual written report concerning the management of the Association website to the Executive Board by April 1st.

Awards Committee Chair

- Advertise the award program (open to all members) each fall through newsletter, web site and AAEA regional and state events.
- Recruit three or more persons for a review panel and voting committee.
- Maintain nomination files in the designated Google Drive folder and collect the necessary paperwork for review by the nominations reader panel.
- Notify winners of their award selection and thank all nominees for their participation in the awards program.
- Prepare Pacific Region nominations to be sent to Pacific Region Director and National nominations by October 1 of each year.
- Prepare awards for award recipients. Presentation of awards is to be made at the state conference of each year by the Awards Chairperson or designated presenter.
- Serve as a member of the AAEA Council" by attending all Council meetings.
- Represent the membership in this capacity at both the state and national levels.
- Be responsible to the Executive Board for the performance of these tasks.
- Make a written report to the Executive Board by April 1st annually concerning the committee activity (use form in appendix).

Conference Committee Chair

- Work with the Protocols and Structures approved by the Council.
- Serve as a member of the budget committee while Conference Chair.
- Provide training of new Council members in their roles and responsibilities as Council members, leadership and motivation techniques.
- Select and work with committee members to assist in the tasks of the committee. See the appendix for outline of jobs and a suggested timeline for the conference.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Make a written report concerning the activities of the Leadership
- Committee to the Executive Board and Council.

Exhibits Committee Chair

- Serve as a member of the VASA Committee.
- Serve as a member of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relates to Youth Art Month**.**
- Increase awareness of Art and Art Education in the community, raise the standard of Art appreciation and increase support of Art Education.
- Inform membership through the AAEA newsletter of shows/exhibits in Arizona in which Art educators and/or students may wish to become involved.
- Supervise the installation of all exhibits/displays of AAEA.
- Work with the Museum Division Chairperson to further the objectives of AAEA.
- Coordinate the collection of artwork for:
    - Displays at AAEA fall conferences.

    - Exchange exhibits between schools and museums.
    - Prepare displays in the community.
- Handle communication regarding exhibits with:
    - Other states and region,
    - NAEA,
    - INSEA (International Society for Education Through Art),
    - Other approved exhibits not sponsored by AAEA.
- Inform the membership of display preparation to facilitate the placing and removing of displays using the AAEA newsletter and website as a vehicles of communication.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Be responsible to the Executive Board for the performance of these tasks.
- Make an annual written report to the Executive Board by April 1st.

Newsletter Editor

- Be responsible for organizing a communication format for the exchange of information regarding AAEA activities and professional concerns to Art Educators.
- Gather, publish and distribute in periodical newsletters three times a year.
    - Program information regarding meetings.
    - Council roster, including updates.
    - Three Association newsletters plus.
        - Information and announcements about general meetings and committee reports
        - Presidential reports to membership,
        - Items/articles of professional interest,
        - Book reviews/exhibits reports/museum alerts,
        - Announcement of national significance/NAEA new items,
        - Editorial comments,
        - Membership blank information
        - Report from Division Chairpersons,
        - Reports from Regional Chairpersons.
- Improve and strengthen communication with AAEA members.
- Work with committee members of the regional areas to gather news and assist with communication efforts.
- Serve as a member of the Executive Council of the AAEA by attending all Council meetings, or send a representative.
- Submit state news items of a regular basis to the NAEA newsletter in care of Pacific Region Vice-President,
- Work with the President and the Executive Board to accomplish the goals of the AAEA.
- Submit to the AAEA website all newsletters and special publications.
- Make an annual written report to the Executive Board by April 1st.

Professional Development Scholarship Fund Chair

- Be responsible for all aspects of the Association's annual raffle event at conference, including obtaining content, and assuring the culmination and presentation of all materials submitted for this supporting fundraiser.
- Ensure that submissions are made in a timely manner.
- Ensure that the process for donating is easy for users to follow and contribute.
- Manage ticketing reception at the annual conference.
- Coordinate and work with other Association members to implement the tasks of donations/sponsored baskets.

- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Make a written report concerning the management of the Association Scholarship Fund to the Executive Board by April 1st annually.
- Follow up with previous recipients to invite them to volunteer opportunities

Social Media Committee Chair

- Be responsible for all aspects of the Association's Facebook presence, including obtaining content, and assuring the accuracy and appropriateness of all materials published on the site.
- Ensure that updates to the site are made in a timely manner.
- Ensure that the site is easy for users to navigate and use.
- Manage activity information.
- Coordinate and work with other Association members to implement the tasks of website administration.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Make an annual written report concerning the management of the Association Facebook Page to the Executive Board by April 1st.

State Department of Education Liaison

- Be responsible for reporting current information and trends, including obtaining content, and assuring the accuracy and appropriateness of all materials.
- Ensure that updates are made in a timely manner.
- Ensure that information is easy for members to navigate and use.
- Manage information.
- Coordinate and work with other Association members to implement administration.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.
- Make a written report concerning the management of the Association Facebook Page to the Executive Board by April 1st annually.

Vendor Committee Chair

- Utilizes an annual calendar to stay in contact with potential vendors for our membership at the annual conferences.
- During conferences, is in direct contact with the vendors and the conference chair to ensure ample communications.
- Reports to the Conference chair every month on the status and data collected for all participating vendors.
- Outreach/Leadership Duties - added in the Policy Manual not from the By-Laws.
- Develop and maintain a system to identify talent and availability of members to volunteer for the Association in various roles, including but not limited to leadership.
- Organize and implement an annual Leadership Retreat with the President, for Executive Council members.
- Organize and implement the Professional Development/Outreach Programs.
- Provide training of new Council members in their roles and responsibilities as Council members, leadership and motivation techniques.
- Select and work with committee members to assist in the tasks of the committee.
- Serve as a member of the Executive Council of AAEA by attending all Council meetings, or send a representative.

- Represent the membership in this capacity at both state and national levels.
- Make a written report concerning the activities of the Leadership Committee to the Executive Board by April 1st annually

YAM - Youth Art Month Committee Chair

- Promote art education at the state and local levels by organizing and implementing Youth Art Month activities sponsored by the AAEA and the NAEA during the month of March.
    - **o** Student demonstration and exhibits at Capitol Art Day,
    - o Celebrity or state dignitary to serve as Honorary Youth Art Month Chairperson,
    - o Opening reception for Capitol Art Day
    - o Encourage displays and other special activities around the state to promote Art Education during March, eContest for best local participation of Arizona Youth Art Month,
    - o Youth Art Month proclamation,
    - o Organizing Youth Art Month Committee to mobilize Youth art Month activities
    - o Special public relations activities, such as news spots, radio announcements, etc.
- Prepare Arizona Youth Art Month images for entry into National Youth Art Month competition sponsored by the NAEA and the Council for Art Education, Inc. for presentation at the National Convention.
- Serve as Chair of the YAM Committee helping to organize and coordinate all of the special events occurring throughout the year that relates to Youth Art Month with the Regional Representatives and Divisional Chairs that sit on this committee
- Be a standing member of the Public Relations Committee.
- Inform all AAEA members of Arizona Youth Art Month activities via the AAEA newsletter and website.
- Serve as a member of the AAEA Executive Council by attending all Council meetings, or send a representative.
- Submit an annual written report to the Executive Board by April 1st.

Membership Chair

Created January 17, Adopted 2025

- Serve as a member of the AAEA Council
- Report all membership-related correspondence to the Executive Board
- Provide quarterly updates regarding membership recruitment efforts to the Council and the Executive Board.
- Draft official correspondence regarding membership recruitment efforts to Secretary for distribution to membership at-large.
- Collaborate with Secretary and Treasurer to maintain accurate membership roles.
- Utilize national membership reports to retain or re-engage lapsed members.
- Coordinate with regional chairs for lists of potential new members.
- Create partnerships with community, local, and state organizations, with a goal of increasing membership.
- Mentor incoming Membership Chair

State ED&I Liaison Duties

- NAEA state liaisons should be prepared to commit 3 to 4 hours work per month to this initiative.
- Serve as communication conduit between NAEA leadership and their respective states.
- Actively participate in NAEA ED&I trainings.
- Pilot the development of State ED&I team/ commission.
- Gather and share demographic data & information regarding the states particular needs and composition.
- Coordinate and facilitate professional learning for state membership online and/or in person
- One in-person training at state conference in Fall
- One virtual training during the school year late winter/ early spring
- Create ED&I plan for State measurable goals.
- Participate in regional NAEA ED&I cohort online community via NAEA Collaborate.

State Department of Education Liaison

- Be responsible for reporting current information and trends, including obtaining
- content, and assuring the accuracy and appropriateness of all materials to the
- Association through the Social Media Chair and/or Executive Board.
- Ensure that updates are made in a timely manner.
- Ensure that information is easy for members to navigate and use.
- Manage information.
- Coordinate and work with other Association members to implement
- administration.
- Serve as a member of the AAEA Council by attending all Council meetings, or
- send a representative.
- Make a written report to the Executive Board by April 1st annually.

Arts Advocacy Chair

- Serve as the advocacy point of contact for AAEA – serving AAEA members, council members, and the field of arts education.
- Serve as liaison between relevant state agencies, including but not limited to:
    - Arizona Department of Education
    - Arizona State Board of Education
    - Arizona Board of Regents
    - Arizona Commission for the Arts
    - Arizona Humanities
    - Arizona Citizens for the Arts
- Identify opportunities and points of collaboration between AAEA and the state agencies.
- Provide regular updates on AAEA activities to state agencies.

- Meet with the Department of Education, Arts Commission, and Arizona Citizens for the Arts semi-annually.
- Work closely with other council positions to streamline information, identifying points of collaboration (i.e., YAM, Conference, Regional Events, etc.)
- Seek opportunities to provide advocacy training for AAEA members.