

Tennessee Art Education Association

Board of Directors

Position & Committee Descriptions

Last Updated Fall 2023

Universal Expectations of All Directors:

- Maintain active membership in TAEA
- Prioritize the NAEA Strategic Vision regarding Equity, Diversity and Inclusion
- Attend all Quarterly Board Meetings
- Prepare and upload a Board Report of all activities related to position prior to Quarterly Board Meetings
- Attend TAEA State Conference and local Regional Conference or other regional events
- Advocate for the Arts in Tennessee
- Participate in, Support and Promote TAEA Initiatives, Exhibitions and Events (i.e. YAM, Exhibitions, Conferences)
- Be aware of current trends in art education
- Participate on committees as needed

VOTING MEMBERS OF THE BOARD

President (Executive Board)

- Prepare Agenda and Preside over Quarterly Board Meetings
- Prepare and Oversee Budget
- Sign all Contracts and Grants related to TAEA
- Sign Check Request Forms
- Sign Certificates for Professional Development
- Oversee Compliance of Policies and Procedures
- Attend TAEA and NAEA Conferences as a representative of TAEA
- Preside over the Business Meeting at State Conference; Give Address
- Attend Delegates at NAEA Conferences (including Leadership Conferences) Note: It is traditional to bring a souvenir from our state for all 150+ delegates.
- Attend all NAEA and NAEA Southeastern Region Board Meetings (Virtually)
- Support TAEA Regional Conferences
- Keep lines of communication open (be approachable) with other Board Members and Organization Members
- Work with Executive Board to Select State Awardees
- Appoint non-elected Board Positions and Create New Positions when needs arise
- Participate on Committees as needed

Additional Expectations:

- Ensure that Goals of TAEA are in alignment with NAEA Goals
- Work towards creating a Board and Membership that encompasses Equity, Diversity and Inclusion
- Reach out to community and increase Membership
- Increase knowledge of Advocacy
- Attend and/or present at least one other state conference every year.

President-Elect (Executive Board)

- Preside over Quarterly Board Meetings if President is not available
- Optional signatory for check request forms
- Attend TAEA and NAEA Conferences a Representative of TAEA
- Attend Delegates at NAEA Conferences (including Leadership Conferences) Note: It is traditional to bring a souvenir from our state for all 150+ delegates.
- Keep lines of communication open (be approachable) with other Board Members and Organization Members
- Attend all NAEA and NAEA Southeastern Region Board Meetings (Virtually)
- Work with Executive Board to Select State Awardees

- Chair Awards Committee at State Conference
- Participate on Committees as needed

Additional Expectations:

- Ensure that Goals of TAEA are in alignment with NAEA Goals
- Work towards creating a Board and Membership that encompasses Equity, Diversity and Inclusion
- Reach out to community and increase Membership

Past President (Executive Board)

- Preside over Quarterly Board Meetings if President or President-Elect is not available
- Optional signatory for check request forms
- Co-Chair of State Fall Conference – Primary writer for Tennessee Arts Commission Grant, Sponsorships/funding
- Work with Executive Board to Select State Awardees
- Organize Board Orientation Training for New Board Members
- Participate on Committees as needed
- Mentor Current President as Needed

Secretary (Executive Board)

- Take minutes at all Board Meetings and upload to Google Drive prior to next meeting
- Preside over Quarterly Board Meetings if President, President-Elect, and Past-President are not available
- Optional signatory for check request forms
- Work with Executive Board to select State Awardees
- Participate on committees as needed
- File management of membership reports
- Chair, Elections Committee

Treasurer (Executive Board)

- Preside over Quarterly Board Meetings if President, President-Elect, Past-President, and Secretary is not available
- Process all check request forms
- Manage the financial aspects of TAEA including the preparation of the budgets, bookkeeping, writing checks for expenses, and processing payments
- Optional signatory for check request forms
- Work with Executive Board to Select State Awardees

Regional Directors – East, Middle, and West Tennessee

- Assist when needed in Transportation of TAEA-related materials for that region (i.e., artwork for “Connections” exhibit and regional exhibits)
- Plan and/or partner with a regional organization for a spring professional development opportunity
- Keep lines of communication open (be approachable) and actively network with other Board members and organization members
- Keep track of member status of your region through membership reports located in Google Drive
- Reach out to non-members in your region

CHAIRPERSONS

(appointed; non-voting; 2-year terms, can be reappointed)

Elementary Chair

- Reach out to TAEA members and potential members of the Elementary Level (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Elementary Level Art Educators at the State Conference
- Serve on at least one additional TAEA committee so that the Elementary Level is represented
- Participate in and Promote STARS (State of Tennessee Art Review and Showcase), TAEA's Elementary Art Contest and Exhibition

Middle Chair

- Reach out to TAEA members and potential members of the Middle Level (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Middle Level Art Educators at the State Conference
- Serve on at least one additional TAEA committee so that the Middle Level is represented

Secondary Chair

- Reach out to TAEA members and potential members of the Secondary Level (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Secondary Level Art Educators at the State Conference
- Serve on at least one additional TAEA committee so that the Secondary Level is represented

Higher Education Chair

- Manage all Super Session Submissions and the Submission Process for the State Conference
- Reach out to TAEA members and potential members of the Higher Ed Level (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Higher Ed Level Art Educators at the State Conference
- Serve on at least one additional TAEA committee so that the Higher Ed Level is represented

Administration/Supervision Chair

- Agree to serve the two years during the current President's term. They can be asked to serve additional terms by the incoming President.
- Reach out to other Supervisors and Arts Administrators in Tennessee so that they are aware of any TAEA initiatives or events. Oversee status of Supervisor/Admin members and potential members (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Supervision/Admin at the State Conference
- Serve on at least one additional TAEA committee if possible

Museum Chair

- Agree to serve the two years during the current President's term. They can be asked to serve additional terms by the incoming President.
- Reach out to other Museum Educators in Tennessee so that they are aware of any TAEA initiatives or events.
- Oversee status of Museum Education members and potential members (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Museum Educators at the State Conference
- Serve on at least one additional TAEA committee if possible

Emeritus Chair

- Reach out to other Retired Art Educators in Tennessee so that they are aware of any TAEA initiatives or events. Oversee status of Retired Art Educator members and potential members (membership status can be reviewed in the Google Drive)
- Conduct a meeting of the Retired Art Educators at the State Conference
- Serve on at least one additional TAEA committee if possible

Advocacy Chair

- Work with Arts Ed Tennessee and other organizations that promote advocacy
- Attend State Advocacy Day in Nashville
- Maintain awareness of current legislation and policies affecting art education in Tennessee and nationally and inform members as needed
- Organize an arts advocacy-related session for the State Conference
- Serve on at least one additional TAEA committee if possible
- Collaborate with YAM Chair to create events during Youth Art Month
- Assist with member recruitment and retention
- Communicate with school and district leaders as appropriate

Youth Art Month (YAM) Chair

- Produce and promote all activities related to Youth Art Month including fundraising, soliciting sponsors for prizes, creating activities to promote on social media
- Organize TAEA's Youth Art Month Flag Contest
- Collaborate with Advocacy Chair and Communications Chair to publicize Youth Art Month activities

Equity, Diversity, and Inclusion Liaison

- Attend NAEA-ED&I related meetings and bridge the information back to the state level. Also reports our state activities related to ED&I back to NAEA.
- Guides TAEA Leadership to best practices related to ED&I issues.
- Organizes and leads a committee to involve diverse representation in goal-setting and decision-making as it relates to ED&I.

Student Representative

- Agree to serve during term as an undergraduate/graduate in art education
- Serve on at least one additional TAEA committee if possible

Communications Chair

- Create a communication calendar of signature TAEA events
- Manage communication flow and requests from TAEA board members and committees
- Ensure TAEA information is posted accurately and in a timely manner through all communication channels
- Work in collaboration with Board members/chair to gather information to be posted with appropriate lead time
- Delegate tasks to communication committee members
- Maintain integrity of communication process

Publications Chair

- Serve on the Communications Committee
- Upon instructions from Communications Chair, post to TAEA website and send emails to members
- Manage website registration for conferences

Marketing and Promotion Chair

- Serve on the Communications Committee
- Upon instructions from Communications Chair, promote TAEA or art education-related activities, initiatives and events through social media (TAEA Facebook, TAEA Twitter, TAEA Instagram @tnarted)
- Design all flyers and graphics for TAEA events and exhibitions

Conference Chair

- Work with Past-President to secure vendors and funding
- Secure speakers and workshop presenters
- Coordinate with venue to plan room usage and general logistics
- Chair the Conference Committee and delegate planning tasks, including developing the agenda, soliciting supersessions, and planning social/evening events
- Partner with Communications Chair to create registration page and promote conference via website, email, social media
- Coordinate giveaways, printing of brochures/agendas

Exhibitions Chair

- Chair Exhibitions Committee
- Plan all activities and submission processes for STARS (State of Tennessee Art Review and Showcase), including securing external funding, arranging prizes, sponsorship and judges, working with the TN Dept of Education on submission platform, and liaison with TN State Museum for venue and exhibit reception
- Manage TAEA-led exhibitions (STARS, Connections Member Exhibition) and work as a TAEA liaison for the Regional Exhibitions that TAEA supports (West Regional, Middle Regional and East Regional Student Art Exhibitions)
- Works as a liaison for TAEA related exhibitions featured at the Tennessee Arts Academy including TAEA Connections Members' Exhibit, Best of the Best, and STARS

COMMITTEES

Communications Committee

Members:

- Chaired by Communications Chair
- Publications Chair and Marketing and Promotion Chair serve as members

Responsibilities:

- Create a process for proofreading and design of all external facing documents
- Create and fulfill items on annual calendar for posting TAEA events and programs throughout the year
- Manage internal process for submitting information to post on website, email, and social media

Conference Committee

Members:

- Chaired by Past-President and Conference Chair
- Higher Ed Chair serves as member (supersessions)
- Any Board members or TAEA members can serve as committee members

Responsibilities:

- Work with Conference Coordinator to plan all aspects of annual state conference (funding, presenters, supersessions, logistics, social events, meals)
- Coordinate with Communications Chair to publicize the conference and post registration page to the website

Awards Committee

Members:

- Chaired by President-Elect
- Any Board members or TAEA members can serve as committee members

Responsibilities:

- Manage nomination process & calendar
- Score nominees according to rubrics
- Communicate with nominees and winners throughout process
- Plan reception at state conference, including creating a program and ordering award plaques
- Coordinate with Communications Chair to solicit nominations and share award winners

Elections Committee

Members:

- Chaired by Secretary
- Any Board members or TAEA members can serve as committee members

Responsibilities:

- Manage nomination process, voting process, results tabulation process, and election calendar
- Verify active membership of nominees
- Communicate with Communications Chair to share candidate information, ballot, and winners with members

Exhibitions Committee

Members:

- Chaired by Exhibitions Chair
- Advocacy Chair serves as member
- Any Board members or TAEA members can serve as committee members

Responsibilities:

- Manage all aspects of STARS and Connections Exhibitions, including calendar, submission process, notification of winners, securing funding, securing judges, planning awards receptions, ordering certificates/prizes
- Coordinate with Communications Chair to publicize exhibition submissions and winners
- Support regional student exhibitions that TAEA supports

ED&I Committee

Members:

- Chair: ED&I Liaison
- Any Board members or TAEA members can serve as committee members

Responsibilities:

- Strategize methods by which TAEA can prioritize NAEA Strategic Vision regarding Equity, Diversity and Inclusion
- Develop professional learning opportunities related to ED&I for the Board and all TAEA members