

## **DUTIES OF THE DIVISION BOARD REPRESENTATIVES (ELECTED)**

ELEMENTARY; MIDDLE SCHOOL; HIGH SCHOOL; MUSEUM; PRIVATE/  
INDEPENDENT/CHARTER; HIGHER EDUCATION; COMMERCIAL; SUPERVISION;  
RETIRED; STUDENT

**Reports to:** President and Executive Board

**Purpose:** Plan, implement, and lead all actions and activities that pertain to their region. Due dates are per calendar year unless otherwise stated.

### **Responsibilities:**

1. Attend all regularly scheduled Representative Council meetings.

Your contribution as a rep council member is important! Attending meetings maintains our CAEA community by being an informed and active representative. Meetings are scheduled yearly to avoid conflicts. Life happens! If you are unable to attend, find someone to report on your behalf. Read through the minutes, as they contain important information and dates of key CAEA happenings.

2. Collage- Write one article for Collage during your two year representative tenure.

- Collage submission schedule: See below for your region and year.
- Winter Issue Deadline, October 1st, Even Year: Elementary, Higher Education, Student
- Spring Issue Deadline, February 1st, Odd Year: Middle School, Retiree, Museum
- Fall Issue Deadline, July 1st, Even Year: High School, Museum, Private/Charter/Ind

Articles and images submitted to Collage editor. You may write your own article, or find someone you know to write an article.

3. Submit lesson plan to be published on CAEA web site.

4. Nominate at least one person, business, and/or institution for the annual CAEA Awards. Awards Nomination material is located on the CAEA web site, [www.caeaco.org](http://www.caeaco.org). Nominations due February 15th. Awards packets must be completed and turned in to elected board members by March 1st. Packets may be turned in early.

5. Nominate one CAEA member or more to fill an open position on the Board or the Council. You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect before November 15th. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.

6. All division representatives must serve on at least one conference committee. During the February meeting, each elected member will sign up for the committee and/or committees he/she wishes to serve on. Each committee needs a chair as well as several other members. Members are encouraged and welcome to sign up for several positions. However, we don't want anyone to become burned out! Please understand the time commitment and responsibilities involved with each position you are considering, and whether you are able to meet the needs of that position. This will ensure that you do not become frustrated with an overwhelming load of responsibilities, and that the position's duties are adequately fulfilled.

7. As leaders of CAEA, members should promote CAEA in obvious as well as creative ways. Help recruit new members to make the organization stronger. Hold events for your divisions that encourage members as well as other art educators to get involved. Art happenings, sharing of ideas and lessons, any activity that other art teachers would enjoy are great ways to get together and create lasting bonds and friendships.

8. Be a part of this leadership team. At meetings be involved in the ideas and planning of the group. Don't be afraid to speak up. This is part of your contribution as an elected member of the Board.