

## DUTIES OF THE EXECUTIVE BOARD: PRESIDENT (ELECTED)

Reports to: Executive Board, Representative Council and CAEA Membership

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### Responsibilities:

1. **Attend all regularly scheduled Representative Council meetings.**
2. **Attend all regularly scheduled Executive Board meetings.**
3. **Write and send “President’s Message” to *Collage* for each issue.**
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.**  
Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or 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 15<sup>th</sup> of each year. 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. **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.
7. Preside over all meetings of the Executive Board, Representative Council and general membership.
8. Appoint the chairperson and members of all special and standing committees with Board approval.
9. Establish through the Board and Council the professional goals and program for CAEA.
10. Inform the membership of the activities and concerns of the Board, the Council and NAEA.
11. Appoint the annual Fall Conference Committee Chair.
12. Be responsible for overseeing and managing the organization.
13. Be responsible for the preparation of the agenda for all CAEA business meetings.
14. Appoint CAEA’s representative to the NAEA state’s assembly.
15. Appoint CAEA members to fill office vacancies for the remainder of terms of office on the representative council.
16. Shall appoint and work closely with fall conference committee chair; oversee workshop/presentation proposals including solicitation, review, confirmation and communication of presenters for workshop/presentation proposals; secure keynote speaker; and develop and complete fall conference scheduling.
17. Shall work closely with fall conference task force chairpersons.
18. Shall appoint and work closely with spring conference committee chair(s).
19. Work closely with Executive Board.

## **DUTIES OF THE EXECUTIVE BOARD: PRESIDENT ELECT (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### **Responsibilities:**

- 1. Attend all regularly scheduled Representative Council meetings.**
- 2. Attend all regularly scheduled Executive Board meetings.**
- 3. Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
- 4. Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members by **January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
- 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 15<sup>th</sup>** of each year. 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. 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.
7. It shall be the duty of the President-Elect to assume the duties of President in the absence or vacancy in that office.
8. Shall assist President with fall conference workshop/proposal scheduling.
9. Shall secure and schedule ten artists for fall conference master classes.
10. Shall prepare a slate of candidates for CAEA elections to present for approval at the December meeting.
11. Shall be responsible for ballot distribution, collection of completed ballots and tabulation of elections results.
12. Work closely with Executive Board.

## **DUTIES OF THE EXECUTIVE BOARD: VICE-PRESIDENT (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### **Responsibilities:**

- 1. Attend all regularly scheduled Representative Council meetings.**
- 2. Attend all regularly scheduled Executive Board meetings.**

3. **Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or 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 15<sup>th</sup> of each year. 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. **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.
7. Shall assist the President in coordinating meetings and conferences.
8. Shall be responsible for monitoring CAEA website and communicating with web administrator to insure it is appropriately updated and contains only the appropriate content.
9. Work closely with Executive Board.

#### **DUTIES OF THE EXECUTIVE BOARD: TREASURER (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

#### **Responsibilities:**

1. **Attend all regularly scheduled Representative Council meetings.**
2. **Attend all regularly scheduled Executive Board meetings.**
3. **Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or 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 15<sup>th</sup> of each year**. 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. **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.
7. Shall be responsible for all financial accounting and monies for CAEA; and shall maintain written records thereof.
8. Under the direction of the Executive Board and/or Representative Council the Treasurer shall disburse all monies for which CAEA is liable.
9. Shall prepare financial reports for presentation to and approval by the Executive Board and Representative Council at each regularly scheduled Executive Board and Representative Council meeting.
10. Shall be responsible for preparation of yearly income tax documents including form 990.
11. Work closely with Executive Board.

#### **DUTIES OF THE EXECUTIVE BOARD: SECRETARY (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

#### **Responsibilities:**

1. **Attend all regularly scheduled Representative Council meetings.**
2. **Attend all regularly scheduled Executive Board meetings.**
3. **Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members by **January 31<sup>st</sup> of each calendar year.** It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
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 15<sup>th</sup> of each year.** 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. **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.
7. Shall notify Representative Council and Executive Board of all meetings.
8. Shall record the minutes of the Representative Council, Executive Board and all general meetings.
9. Shall prepare copies of minutes of all above meetings for appropriate dissemination. Copies are sent by e-mail to all Board and Council members.
10. Shall conduct CAEA correspondence.
11. Work closely with Executive Board.

