

GAEA Job Descriptions

MEMBER



Without our members, there is no organization. An organization becomes necessary when enough people care about something to act. A GAEA member's duties and responsibilities are:

1. To keep abreast of current trends in art education.
2. To participate in the organization through commitment of time, talents and services, and timely membership
3. To evaluate the aims, objectives, and work of GAEA.
4. To ensure that the mission of GAEA aligns with the needs of the members.

Members should attend GAEA conferences in order to:

- a. Engage in professional development
- b. Implement professional plans
- c. Consider GAEA organizational matters
- d. Participate in learning and sharing experiences
- e. Develop friendships and renew acquaintances

ALL BOARD MEMBERS

Unless otherwise provided by the Constitution and the By-Laws, each Board Member has the following responsibilities:

1. Attend at all GAEA Board Meetings
2. Report in person, or virtually when called for, to the GAEA board
3. Submit a detailed or statistical report in writing to the secretary (preferably prior to the meeting)
4. Inform the President of plans and activities
5. Send appropriate news items to the Collage Editor
6. Identify individuals and organizations interested in art education in the local arena
7. Foster collaboration and unity within our membership

Failure to attend or send a representative to three consecutive board meetings will result in removal from the board. Membership must be active and up-to-date.

Elected Officers of GAEA

1. President
2. President-elect
3. Division Directors
 - a. Supervision/Administration
 - b. Higher Education
 - c. Secondary Education
 - d. Middle School Education

- e. Elementary Education
- f. Museum Education

The President appoints all other officers and chairpersons.

PRESIDENT

The President is the elected leader of the organization. The duties and responsibilities of the President are:

1. To preside at all GAEA meetings
2. To schedule time and location for GAEA Board Meetings
3. To be a GAEA representative at NAEA Delegate's Assembly
4. To attend the SouthEastern Leadership Conference and the National Leadership Conference as a GAEA representative.
5. To direct the board to fulfill the objectives and goals of the Management Plan as the driving force behind the organization.
6. To communicate member concerns to the NAEA Board.
7. To appoint non-elected Board Members and undesignated positions. These positions include Secretary, Treasurer, Members-at-Large (one of which is the Financial Committee Chair), District Presidents, and all committee chair positions including the GA Fine Arts Program Manager, Fall Conference Chairs, Business Representative, Capitol Art Exhibit Chair, Youth Art Month Chair, Historian, Webmaster, Social Media, Hartsfield Jackson Youth Art Gallery Exhibit Chair, ED & I Chair, Helen Fleming Stone Liaison, Collage Magazine Editor, High Museum of Art Metro High School Exhibit Chair, National Art Honor Society Chair, and Retired Educators Chair.
8. To ensure the follow-up of actions/recommendations of all committees and the strategies
9. To initiate activity, action, etc. to promote the organizational aims of GAEA
10. To listen responsively to the membership
11. To be the GAEA spokesperson
12. To evaluate various aspects of the organization
13. To direct the organization in suitable plans and activities
14. To keep abreast of activities in progress in the organization
15. To actively promote the organization
16. To foster a spirit of unity and cooperation among GAEA members
17. To represent GAEA at functions outside the organization
18. To recognize outstanding service and achievement of members and officers
19. To serve as mediator
20. Develop at the state level, a cooperative interchange with supportive organizations (example; PTA, Georgia Citizens for the Arts, ALL-GA, GAE. GAEL, GMEA, etc.)
21. Additionally, the President is the official GAEA point person advocate for art education with law and policy makers. This important job requires swift action on issues affecting art education and art educators. Working in concert and

collaboration with the GADoE state arts coordinator, some duties and responsibilities are to:

- a. Identify and learn who makes the laws and policies affecting art education
 - i. State Legislators (i.e., Education Committee Chairs)
 - ii. Administrators and officials
 - iii. Congressional Arts Caucus
 - iv. Special appointed groups
22. Familiarize the GAEA members with the issues and bills of concern
23. Solicit and advocate support for art education among law and policy makers by
 - a. Providing accurate, relevant information to them
 - b. Predicting possible results of actions and laws being planned
24. Seek support for art education outside the profession and inform them of laws and policies being considered
 - a. parents
 - b. community stakeholders
 - c. businesses
25. Develop strategies to promote and strengthen the position of art education
26. Express appreciation to supportive law and policy makers
27. Should the GADoE Fine Arts Coordinator position become eliminated or vacated due in part to funding or legislation, the President shall restore the Legislation Task Force Chairperson position to the GAEA full board in an effort to advocate for the arts through law and policy.

PAST-PRESIDENT

The Past-President is the voice of the immediate past experience that provides insight and clarification for the continuance of the activities and events without interruptions or delays. The Past-President serves as a stabilizing influence. The duties and responsibilities of the Past-President are:

1. To be a resource person with pragmatic knowledge of recent service as a leader
2. To chair the Awards and Honors Committee:
 - a. Coordinate the process
 - b. Be aware of the involvement of the members of the GAEA and solicit award nominations of deserving GAEA members
 - c. Help identify individuals and organizations who have contributed in an extraordinary way to art education
 - d. Present the honors and awards at the Fall Conference
 - e. Coordinate the process where the GAEA award recipients are nominated for NAEA regional awards as appropriate
3. Conscientious in the selection of members for election
4. To introduce the newly elected and newly appointed officers at the Fall Conference, every second year
5. To assist officers as needed

6. To serve in positions as requested by the President
7. To be a GAEA representative at NAEA Delegate's Assembly (first year as Past President)

PRESIDENT-ELECT

The President-Elect is the officer in preparation for leadership of GAEA, as well as serving in multifaceted areas. It is a time to become closely associated with the membership; a time to observe, study, contemplate and evaluate. The duties and responsibilities of the President-Elect are:

1. To serve as Membership Chairperson
2. To preside at GAEA meeting in the absence of the President
3. To serve in positions as requested by the President
4. To develop and implement constructive activities to increase the effectiveness of GAEA
5. To prepare for assuming the position of President at the end of the term as President-Elect
6. To be a GAEA representative at NAEA Delegate's Assembly (second year as President-Elect)
7. To attend the South Eastern Leadership Conference as a GAEA representative
8. To attend the NAEA Leadership Conference as a GAEA representative
9. To serve as the ED & I (Equity, Diversity & Inclusion) liaison for NAEA.
10. To serve as the conference registration coordinator
11. To work with the Past President to facilitate the Create Event (the previous year's award winner's showcase held during fall conferences).

SECRETARY

The secretary keeps the official records of GAEA. The duties and responsibilities are to:

1. Record accurately the transactions of
 - a.) GAEA Board Meetings
 - b.) Fall Conference general meetings
2. Maintain and dispense a list of board members with their business and home contact information.
3. Reproduce and dispense the GAEA minutes to all board members at least two weeks prior to the next scheduled meeting of the Board.
4. Prepare and distribute handbooks to new board members, work with the Executive Board to update and revise the board handbook as necessary.
5. Coordinate and maintain records for the GAEA staff development program.
6. Assume other duties and responsibilities as deemed appropriate by the President or the GAEA Board.
7. Communicate with the Stone family representative and GAEA Helen Fleming Stone Scholarship Liaison upon request to assist in scholarship management.
8. To fulfill the role of Parliamentarian during all GAEA business meetings.

The courteous and ordered procedures and conducting business is the assignment of the

parliamentarian, who is to:

- a.) Know the rules of parliamentary procedure (Robert's rules of order)
- b.) ensure the proper procedure in transacting business
 - i.) explain the proper action if there is a question or dispute
 - ii.) explain choices when there is a question about an action
- c.) be factual, impersonal, and courteous to all parties
- d.) aid members in learning parliamentary procedures

TREASURER

The treasurer is the custodian of the funds. The accurate accounting of the receipts and disbursements is essential to the planning of activities and events. The duties and responsibilities of the Treasurer are to:

1. Receive funds from
 - a.) Rebates from NAEA membership.
 - b.) All GAEA revenue-generating activities.
2. Pay approved expenses incurred through GAEA activities and events
3. Keep accurate, itemized records of receipts and expenditures.
4. Work with the Finance Committee (President - Committee Chair, Treasurer, and appointed Member-at-Large)
 - a.) To create an annual budget with oversight and transparency. The annual budget will be developed using the POAs and should be proposed by January 1 each year to the Executive Board.
 - b.) To make sure forms have necessary information for reimbursements
 - c.) Help to establish or revise financial policies and procedures
5. Provide a written and oral report at each Board Meeting.

MEMBER-AT-LARGE/FINANCIAL COMMITTEE MEMBER

1. Serve as head of the Financial Planning Committee (One Member-At-Large is appointed as a Financial Committee Member and will work with the Treasurer and President as needed.)
2. Establish a rapport with social media and the public relations officials of statewide organizations, such as TV [GPTV, Turner Broadcasting], radio [Peach State Radio, NPR], newspapers [AJC}
3. Participate in Executive Board meetings to share expertise and experience

DIVISION DIRECTORS

Division Directors provide the means of identity to the membership based on area of interest or grade level taught. These are the leaders in each category who represent the concerns and interests of the membership to the board. The Divisions are:

- a.) Supervision/Administration Director
- b.) Higher Education Director
- c.) Secondary Education Director
- d.) Middle grades Education Director
- e.) Elementary Education Director
- f.) Museum Education Director
- g.) Student Chapter Director

The duties and responsibilities of the Division Directors are to:

- 1.) Compile a list of art educators within the divisions for important and necessary communication.
- 2.) Plan and preside over divisional meetings at all Conferences for
 - a) Information dissemination
 - b) Resources
 - c) Programs
 - d) Teaching strategies
 - e) Other specialized information
- 3.) Foster collaboration and unity
- 4.) Seek ways to serve the local art educator
- 5.) Submit articles and photos to the *Collage* editor
- 6.) Assist with Youth Art Month and Capitol Art
- 7.) Division Directors work with Conference Committee Chairs to approve workshop proposals

ADMINISTRATION AND SUPERVISION

- 1) To disseminate information and to exchange ideas with those who supervise and support art educators.
- 2) To attend the full GAEA Board meetings and to take an active part.
- 3) To organize and conduct the Administration/Supervision meetings at annual GAEA conference(s).
- 4) To maintain an active roster (email listing) of art administrators and supervisors.
- 5) To write articles for *Collage* and send them to the editor for each issue.
- 6) To responsibly represent the administrators and supervisors in decisions that affect them, notifying them of decisions made in a timely fashion.
- 7) To identify and act upon concerns of administrators and supervisors making recommendations on their behalf to the GAEA Board.
- 8) To keep records of all meetings and correspondence. Upon leaving the position, pass administration/supervision information to the succeeding chairperson.
- 9) To promote membership and participation in GAEA among art educators within administration and supervision.

- 10) To work collaboratively with the higher education division chairperson to make connections between secondary and post-secondary levels of art education, and to continue a meaningful dialogue.

BUSINESS REPRESENTATIVE

In order to serve the membership more fully in meeting its needs and desires, the business representative has the opportunity to:

1. Work as a liaison between the conference chairperson and vendors
2. Solicit vendors for GAEA Conferences and publication advertising [*Collage*, etc.]
3. All business requests from GAEA Board Members for their specific needs must go through the Business Representative first as they develop and maintain relationships with vendors on behalf of GAEA. (i.e., If the Elementary Director would like a sponsor for a division breakout, that person must contact the GAEA Business Representative before contacting a sponsor.)
4. Maintain vendor hospitality during and after conferences

DISTRICT PRESIDENT

The success of GAEA depends upon every member actively seeking out new members. District Presidents are in a good position to attract new members. The office demands time, commitment and a belief that organized action is beneficial in promoting art education. The duties of the District President are:

1. To organize the district as needed considering geographical size, number of educators in the district and needs of the district.
2. Hold district meetings as they seem appropriate, feasible and necessary.
3. Identify art educators in the district with school, address, phone and educational level taught.
4. Attend GAEA board meetings to represent the district, report for the district and vote on matters for the district.
5. Promote and facilitate district, state and national plans for: fall and spring conference, newsletter, Youth Art Month, Capitol Art Exhibit, National NAEA convention, legislative matters, advocacy plans and events, other events as needed and desired.
6. Keep records of awards won by district art teachers to be given to the GAEA historian.

***Collage* MAGAZINE EDITOR**

Collage is the official publication of GAEA whose primary purpose is to inform, report, and publicize the plans, activities, and policies of GAEA and the members. The duties and responsibilities of the *Collage* editor are to:

1. Be responsible for the design concept [format, appearance, organization of

- materials] of *Collage*
2. Solicit images and articles from officers and members at GAEA meetings and personal contact by:
 - a) Publicizing deadlines for the receipt of materials
 - b) Providing guidelines for the information submitted
 3. Edit the materials
 4. Include a statement of the unification status of GAEA with NAEA
 5. Publish *Collage* twice a year, Fall issue and Spring issue
 6. Distribute the newsletter to
 - a) The membership of GAEA. [Fall and Spring]
 - b) All schools and institutions [Fall only] as financially feasible during the fiscal year.
 - c) Appropriate professional organizations [Fall only]
 - d) NAEA [Fall and Spring]
 - e) Additional individuals as desired [Fall only]
 7. Work with Business Partners and Business Representative as it pertains to *Collage*.

YOUTH ART MONTH CHAIRPERSON(S)

Youth Art Month is nationally observed in March of each year to promote art education, recognize and honor students' accomplishments in their artwork and to celebrate the visual arts. The Youth Art Month Chairperson has a most imaginative and creative challenge in GAEA to:

1. Make plans, with the approval of the President and GAEA Board, for the overall observance of Youth Art Month
2. Coordinate State plans with the Capitol Exhibit Chairperson
3. Develop and distribute Youth Art Month proclamations to GAEA membership, both houses of the General Assembly, the Governor, and other appropriate public and private people
4. Compile, with the help of District Presidents and GAEA members, the state scrapbook to be submitted to NAEA
5. Set timelines for the compiling and distributing YAM materials
6. Plan and implement meetings and strategy sessions as needed
7. Work with the GAEA Awards and Honors Chairperson to recognize students who are noteworthy through artistic accomplishment
8. Select and/or solicit helpers from both GAEA members and the general public to publicize student artwork in celebration of Youth Art Month.
9. Hold a competition or implement an alternative selection process for the design and production of a state Youth Art Month Flag and see to it that the flag gets to the National Flag celebration each year
10. Solicitation of judges and awards committee comes from the president and Executive Board.
11. The Chairperson(s) students are ineligible to participate in the competition.
12. Assignment of chairperson is at appointment from the president. The term of the chairperson's duties and responsibilities shall be three years, one year as

mentee and two years as committee lead with final year mentoring the incoming chair. If necessary, due in part to unfulfillment from the membership at large, terms may be renewed at the discretion of the president not to exceed five years of continual service.

CAPITOL ART EXHIBIT CHAIRPERSON

The Capitol Art Exhibit is the major exhibit of GAEA to recognize and honor art students from kindergarten-12th grade throughout Georgia. The exhibit shows, through the artworks, the developmental stages in the education of artistic ability to all visitors who view it. The Capitol Exhibit Chairperson's duties and responsibilities are to:

- 1) Contact the Office of the Secretary of State to set the dates for the Capitol Exhibit
- 2) Coordinate with the Youth Art Month Chairperson the plans regarding
 - a) Hanging the show
 - i) Collecting and labeling the artwork
 - ii) Seeing that the panels are in good repair and are delivered to Twin Towers
 - iii) Gathering volunteers to hang the show
 - b) Opening the event
 - i) Inviting honored guests
 - ii) Printing programs
 - iii) Setting up the podium/seating area
 - iv) Setting up the reception
- 3) Assign work to committees
- 4) Other events or plans as appropriate
- 5) Prepare certificates of recognition to be presented to each student artist who has work in the Capitol Exhibit
- 6) Plan and direct the opening reception
- 7) Dismantle the exhibit
- 8) Write thank you notes to people who assisted with the event who are not GAEA members

Assignment of chairperson is at appointment from the president. The term of the chairperson's duties and responsibilities shall be three years, one year as mentee and two years as committee lead with final year mentoring the incoming chair. If necessary, due in part to unfulfillment from the membership at large, terms may be renewed at the discretion of the president not to exceed five years of continual service.

CONFERENCE CHAIRPERSON

The Fall Conference is GAEA's largest annual state meeting for all art educators. The Fall Conference Chairperson should recruit peers to assist in the many organizational tasks that will make for a successful conference. The duties and

responsibilities of the Conference Chair (or Co-Chairs) for any and all conferences are to:

1. Be accountable to the Board and the membership for a well-planned and financially viable conference and follow the GAEA approved conference guide.
2. Plan and direct the overall conference
 - a) Select a theme for the conference (if desired)
 - b) Establish a budget for the conference with President oversight/approval
 - c) Select a guest speaker for conference
 - d) Organize the separate events and activities of the conference to provide the most opportunities for participation of members
 - e) Consult with certain Board Members in coordinating the conference
 - i) Division Directors
 - ii) Student Chapter Chairperson
 - iii) Executive Board
3. Use the GAEA and NAEA conference planning booklets as guidelines
4. Make reports to the GAEA Board about the Fall Conference
 - a) Board meetings prior - cash flow
 - b) Board meeting during the conference - estimation of monies
 - c) Board meeting in January - final disclosure report

INDEPENDENT SCHOOL DIRECTOR

Art Education also involves alternative school formats like, charter, private and homeschools. The Independent Schools Coordinator has the duties and responsibilities to:

1. Identify the private schools in the state with the help of the District Presidents.
2. Contact the art educators of each school to inform them of the opportunities in GAEA, membership and activities.
3. Represent the unique concerns of private school interests on the GAEA Board.
4. Foster communication, understanding and cooperation between GAEA and these organizations.

STUDENT CHAPTER SPONSOR

Student Chapters are organizations for prospective art educators in colleges. The Student Chapter Advisor's duties and responsibilities are to:

1. Identify Georgia's Student Chapters
 - a) Names with home addresses of the student members in each chapter
 - b) Name, address, and phone number of each chapter sponsor

2. Actively promote the establishment of additional chapters in colleges having Art education classes
3. Plan an activity for GAEA Conferences for Student Chapters.
4. Work cooperatively with the Student Representative in all plans and events
5. Communicate news and activities with all the identified student chapters through a newsletter or other vehicle.

SOCIAL MEDIA DIRECTOR

The presentation of newsworthy information in order to gain attention, acclaim, and support in publicity. The duties and responsibilities of the Social Media Director are to:

1. 1. Identify newsworthy information of
 - a) Activities and events of GAEA
 - i) Fall Conference
 - ii) Youth Art Month
 - iii) Capitol Art Exhibition
 - iv) All State Arts Symposium
 - v) National Arts Honor Society Convention
 - vi) Helen Fleming Stone Portfolio Review
 - vii) NAEA Convention
 - viii) District events
 - ix) Awards and Competitions
 - x) GAEA Elections
 - xi) Collage Magazine
 - b) Accomplishments of members
 - i) Articles and books published
 - ii) Honors and awards received
 - iii) Activities of note
 - iv) Exhibitions
 - v) Elections and Results

Newsworthy information may be retrieved by submission from the president, information shared within Collage, the GAEA Art Blast newsletter, GAEA member reports submitted, or other official channels disseminated to the social media director.

2. Develop channels of communication through various social media platforms. This includes but is not limited to: Facebook, Twitter, and Instagram.
 - a) Establish and follow guidelines for submitting information to the public.
 - b) The president shall approve all communications prior to release.
 - c) Maintain consistent communication and messaging across all official social media platforms, this includes requests for all un-official pages to cease messaging.
 - d) Establish and maintain all GAEA hashtags for events and campaigns.

- e) Maintain up to date communication via email and messaging.
 - f) In the event new and more relevant social media platforms are available, the president shall approve all social media platforms prior to messages being disseminated.
3. Submit information to the hometown media of the recipient, as well as to state media and national media (NAEA), may also work in conjunction with the Past-President / Awards Chair regarding media for awards.
 4. Follow and maintain accurate records, receipts and expenditures for reimbursement. Additionally, submit any required funding requests annually.
 5. The social media director shall be appointed by the president with renewing terms as determined by both parties. In the event the director elects to step down, adequate time to mentor an incoming director shall be provided.

EQUITY, DIVERSITY, AND INCLUSION DIRECTORS (ED&I)

The Equity, Diversity & Inclusion Directors are working to ensure an inclusive art education professional community open to all. The duties and responsibilities of the ED&I Director are to:

1. Work in partnership with the NAEA ED&I Commission by
 - a. Attending required virtual and in person meetings.
 - b. Maintaining and sharing GAEA ED&I records and initiatives.
 - c. Represent the values, ideals, and goals of the GAEA membership at large.
2. Work with the GAEA membership by
 - a. Convey NAEA mission goals, initiatives, and directives.
 - b. Solicit feedback from the membership regarding ED&I initiatives and goals.
 - c. Consistently communicate with GAEA through various formats including but not

- limited to:
- i. social media
 - ii. email
 - iii. newsletters
 - iv. virtual forms and surveys
- d. Work within a lens of equity, diversity, and inclusion
 - e. Understand the demographics of the profession across the GAEA community and throughout the field as a whole.
3. Incorporate equity, diversity and inclusion concepts and principles throughout the GAEA by:
 - a. Working with GAEA leadership to install initiatives for ED&I inclusion.
 - b. Provide ongoing equity, diversity, and inclusion professional development for the GAEA Leadership and the membership at large.
 - c. Develop policy alongside the GAEA executive board that includes, supports, and welcomes diversity.
 4. Follow and maintain accurate records, receipts and expenditures for reimbursement. Additionally, submit any required funding requests annually.
 5. Submit annually to the Collage magazine.
 6. The assignment of the ED&I director is by appointment from the president. The term of the chairperson's duties and responsibilities shall be three years, one year as mentee and two years as committee lead with final year mentoring the incoming chair. If necessary, due in part to unfulfillment from the membership at large, terms may be renewed at the discretion of the president not to exceed five years of continual service.

MUSEUM DIRECTOR

The Museum Director plays an essential role in providing GAEA members with high-quality in-person or virtual experiences from the positionality of museum and culture arts centers. The duties and responsibilities of the Museum Director are to:

1. Educate, inspire, and guide learners to make personally relevant connections with science, technology, engineering, arts, and math (STEAM).
2. Educate the membership on various education and public programs, e.g., lectures, family, community and school programs, etc.
3. Advocate for culturally relevant visual arts educational opportunities.
4. Present contemporary artists and practitioners to membership.
5. Inform membership of temporary exhibits, collection, art shows, and performing arts events designed to educate and engage audiences of all ages.
6. Implement best practices for ED&I relating to museum education.
7. Create and distribute promotional materials and advertisements for educational programs, including social media, radio interviews, newspaper articles and ads, and emails.
8. Follow and maintain accurate records, receipts and expenditures for any reimbursement. Additionally, submit any required funding requests annually.
9. Submit names of colleagues for awards and election positions within the Museum education.

HISTORIAN and ARCHIVIST

The Historian assembles and preserves the record of activities and achievements of the association. The historian also collects and catalogs memorabilia that captures and preserves the association's history and traditions. The duties and responsibilities of the historian are to:

1. collect and maintain information of future interest to GAEA, such as
 - a. minutes of executive and full board meetings
 - b. GAEA newsletters
 - c. GAEA conference programs
 - d. Capitol Art Exhibit and Youth Art Month information
 - e. list of GAA officers and annual award winners
 - f. other information pertaining to activities and events of GAEA
2. preserve records that document the association's past and the artifacts that make up the association's culture.

Historian records, like board meeting minutes, should be kept forever.

The archivist accesses, collects, organizes, preserves, maintains control over, and provides access to information determined to have long term value to the organization. The information maintained by the archivist can be any form of media (photographs, video or sound recordings, letters, documents, electronic records, etc.). The duties and responsibilities of the archivists are to:

1. identify and acquire information to be archived, such as
 - a. minutes of executive and full board meetings
 - b. GAEA newsletters
 - c. GAEA conference programs
 - d. capital art exhibit and youth art month information other information pertaining to activities and events of GAEA
2. catalog the information collected, and

arrange for the collected information to be placed in the GA EA archives at the University of Georgia library, Athens, Georgia.

RETIRED ART EDUCATOR DIRECTOR

- 1.) Communicate with retired members and, with Membership Chair, maintain a listing of retirees.
- 2.) Plan special activities or meetings for retirees (and soon to be retirees) for the VAEA Professional Development Conference.
- 3.) Plan and implement special activities for retiree participation and involvement in VAEA activities and membership efforts as appropriate.
- 4.) Develop ways to keep retirees involved and visible as active members of the VAEA.
- 5.) Provide ways for retirees to share their expertise with association, e.g.: mentoring, artist in residence, speakers bureau.

SCHOLARSHIP CHAIR (HELEN FLEMING STONE LIAISON)

WEBMASTER

Webmaster assumes responsibility of maintaining the consistency and up to date information of the gaeaartforall.org website powered through weebly.com.

GAEA WEBSITE EXPECTATIONS:

- Up to date list of Board of Directors linked to email addresses.
- Information/announcements regarding GAEA/NAEA events and actions:
 1. Mission statement
 2. Member Resources (Constitution, Bylaws, etc..)
 3. National, Regional, and State conferences
 4. GAEA and NAEA Awards information
 5. NAHS/NJAHS information
 6. Member and student exhibitions
 7. Youth Art Month activities
 8. Information regarding COLLAGE publication deadlines and posting online issues as member and visitor resources.
 9. Information aligning with NAEA for
 - a. Advocacy

- b. Equity Diversity and Inclusion
- c. Art Educators with Disabilities

Information regarding the content of the website should be discussed and approved by the GAEA president prior to posting and editing. Renewal and financial responsibilities for the maintenance of the site's domain name and accessibility to the online community should be directed to the President.

CRITERIA FROM NAEA WEBSITE AWARDS RUBRIC:

Depth of Content may include the following:

- Mission statement, Constitution & Bylaws
- State Council, State Conference Information
- NAEA Award Information
- NAEA Regional Vice President Contact Information
- NAEA Website link and information
- American Disabilities Act information
- VSA information
- State regions and contact information
- Organization news, events, etc

GEORGIA HIGH SCHOOL ART SHOW CHAIRPERSON

The Georgia High School Art Show is a collaboration between GAEA and High School Visual Arts Educators and their students.

1. To communicate and organize show details with the High Museum of Art
2. To communicate exhibit details with GAEA social media, webmaster, and board members
3. Plan logistics for collection of artwork before and after the exhibition
4. Organize spreadsheet of entries and contact information for documentation

GEORGIA FINE ARTS EDUCATION PROGRAM MANAGER

The Georgia Fine Arts Education Program Manager works for the Georgia Department of Education and as such serves as the Fine Arts representative for Georgia art educators. The Georgia Fine Arts Education Program Manager has a permanent standing position on the GAEA board as a non-voting member, serving as a liaison for the board and president on important legislative and policy that may impact the fine arts, additionally they should present annually the state of the arts to the members of GAEA, work in partnership with the president as they represent the full GAEA membership on positions relating to legislation.

Should the GADoE Fine Arts Coordinator position become eliminated or vacated due in part to funding or legislation, the President shall restore the Legislation Task Force Chairperson position to the GAEA full board in an effort to advocate for the arts through law and policy.

AIRPORT ART SHOW CHAIRPERSON

The Airport show co-chairs are responsible for collecting, organizing, delivering, picking up and returning artwork for two Youth Art Month Galleries at the Hartsfield-Jackson International Airport. The galleries are coordinated in conjunction with the Airport Art Managers and are changed out twice per year. This is one of GAEA's greatest advocacy tools as people from all over the world see the work as they pass through the world's busiest airport. The specific responsibilities include:

1. Let GAEA membership know about the opportunities at the airport on the website and through Collage
2. Stress the need for the work to be appropriate for a varied audience, no nudity, violence, politics, etc. and the work should be of the highest quality. They should also not send artwork that might be needed for scholarship applications, GHP etc. They should take good photos of all artwork they send because something could happen to it, usually doesn't but could.
3. Set dates for artwork submissions allowing a month for all work to be framed prior to the date for the work to be hung.
4. Establish a procedure for teachers to contact you to express their interest and make note of whether they want to show on T 19" x 17" horizontal max art size, or E 18" x 24" vertical max art size. Once you know how many teachers are interested, divide the number of frames (38 on T and 70 on E) by the number of teachers and let them know how many pieces of what size to collect.
5. Provide permission forms to be filed out and taped to the back of the artwork.
6. Have teachers mail or deliver their art to you. Work that is mailed is sometimes lost, it's better if they can deliver it.
7. Once all work is collected, make a spreadsheet with student and teacher names, contact info, schools, etc.
8. Package art by gallery (T or E) and deliver to the framers.
9. Airport personnel will pick it up from the framers and hang the new work. When the old work is ready to be returned, they will contact the Co-chairs for pick up at the airport.
10. Let teachers know that the work has been returned and they need to make arrangements for pickup.
11. Maintain a good working relationship with airport staff and be patient. They get very busy and things do not always run on the exact schedule.