

Arizona Art Education Association

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

Policy & Procedures Manual

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 that 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
- Regional Liaison

Council

Regional Chairs

- Central
- East North
- South
- West

Division Chairs

- Elementary
- Middle Level
- Secondary
- Higher Education /Pre-Service/Student

Sub-Committees

- Retired Art Educators
- Museum Education
- AZ Dept. of Ed Liaison

Communications

- Website
- Newsletter
- Social

- Media Exhibits Chair
- Youth Art Month – YAM
- Visual Arts Student Awards – VASA

Conference (chair)

- Awards
- Vendor Chair
- Professional Development Scholarship Fund Chair

President

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

- Organize and preside at all meetings of the AAEA Executive Board
- Serve as Chairperson and ex-officio of the Executive Board
- Appoint the chair and members 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 final voice on all activities under the endorsement of AAEA.
- Represent AAEA at the annual NAEA Delegates Assembly and Pacific Regional Conference. Notify the Executive Board and delegate duties as needed in the event of an illness or absence of the President.
 - 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, coordinate activities and participate as necessary to ensure the attainment of AAEA goals
- 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 President → President → President elect → incoming President elect
 - Vacancy filled by Past President
- Co-chair conference with President-Elect (1st year)
- Work as Presenter chair and create conference schedule (2nd year)
- Hold Executive Board and Council meetings 2x 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

- 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 National Leadership Conference with President.
- Coordinate all actions with AAEA President in order to obtain the goals of AAEA
- Serve as a member of the Executive Board.
- Submit regular reports to communicate 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

Secretary

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

- Record minutes of all business meetings of the Executive Board, and Council meetings and send copies to council members. Present minutes at AAEA general session meetings annually at conference.
- Handle official correspondence.
- Work with the President in obtaining the goals of the AAEA.
- Serve as a member of the Executive Board.
- Act as official Agent of Records (membership)
- Work with President to complete listing of Council.
- Agendas and 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.
- Has all Treasurer's reports archived.
- Keep the text of the AAEA policy current, and communicate revisions for the AAEA Council members.
- Policy revisions will be made under the direction of the AAEA Board and recorded by the secretary.
- Train incoming Secretary, beginning in December in the last year of term

Treasurer

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

- Keep financial records and pay all bills
- Serve as a member of the Executive Board
- 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 Grants, Professional Development Scholarship Fund, and Fundraising Committees
- Work with the President in obtaining the goals of the AAEA
- File any and all government financial statements, file annual Arizona Corporation Commission papers for nonprofit status
- 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
- Manage payments and collection in a variety of formats such as Paypal, checks, etc..
- Be point of contact for the Finance Group (Executive Board and Council)
- Duties below not from Bylaws but added to Policy Manual
- Act as Financial Advisor for hotel at conference as well as purchase orders throughout the year.
- Train incoming Treasurer, beginning in December in the last year of term

Past President

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

- 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
 - Print ballots
 - Mail election materials
 - Collect and count election returns
- Serve as an advisor to the Executive Board and Council
- 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
 - Agendas and minutes of Council and Board
 - End of term Summary Reports submitted by AAEA Council members
 - Programs for all AAEA events, such as conferences, workshops and clinics
 - 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)

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