



NATIONAL
ART EDUCATION
ASSOCIATION

DIVISION DIRECTOR

NAEA Board of Directors Position Description

Division Directors represent art educators from each of the seven job-alike groups. The seven Division Directors are:

- Elementary Division Director
- Middle Level Division Director
- Secondary Division Director
- Higher Education Division Director
- Preservice Division Director
- Supervision and Administration Division Director
- Museum Division Director

It shall be the duty of the Division Directors to serve on the Board of Directors to: develop the program for the Division, including conferences, conventions, preconventions, and other professional activities that advance NAEA's mission and achieve its goals and priorities; to select Regional Division Directors after an open call; and to work with (the elect and) Regional Division Directors in developing a professional program for their Divisions. [BYLAWS, ARTICLE 1—DUTIES OF THE NAEA BOARD OF DIRECTORS, Section 5: DIVISION DIRECTORS]

Division Directors:

- Serve job-alike members
- Work with elects on activities and provide leadership mentoring
- Coordinate nominations and awards
- Review and assist in selection of Convention proposals
- Recruit and appoint Regional Division Directors

NAEA BOARD MEETINGS:

In-Person Meetings:

- **Summer Meeting:** Takes place in July, and in conjunction with the National Leadership Conference (in even years).
 - Division Directors attend in person.
 - Division Directors-Elect attend in person.
- **Fall Meeting:** Takes place in November, often at the future Convention location.
 - Division Directors attend in person.

- Division Directors-Elect may attend virtually.
- **Spring Meetings:** Take place at the NAEA National Convention, with one meeting prior to the start of the Convention, and one on the day following the close of the Convention.
 - **Meeting Prior to the Start of Convention**
 - Division Directors attend in person.
 - **Meeting After Close of Convention**
 - Division Directors attend in person.
 - Division Directors -Elect attend in person.

Division Director-Elect Board Meeting Participation:

- **Division Director Pairing:** Elects should sit with Division Directors (as available) during meetings where Elects are present, to observe the meeting.
- **Question Protocol:** Elects should direct questions or comments regarding meeting information to sitting Division Directors, who may then address the Board.

Division Director Board Meeting Preparation:

All NAEA Board members are given access to an online drive where NAEA Board materials are stored and can be accessed by the Board and Elects.

- **Board Reports:** Division Directors write regular Board Reports for inclusion in the Board meeting materials.
- **Review Agenda:** All Board members should access the meeting materials and thoroughly review the agenda prior to each meeting.
- **Question and Comment Submission:** Any questions, issues, or comments should be directed to the appropriate Division Director.

OTHER MEETINGS/EVENTS:

Regular Virtual Meetings:

- Monthly Division Director Meetings: Regular virtual monthly meetings are held with all Division Directors.
- Regional Division Director Meetings: Monthly (or as-needed) virtual meetings are held with Regional Division Directors.

Leader2Leader (L2L) Meetings:

Quarterly virtual meetings, led by NAEA staff and Regional Vice Presidents, that connect NAEA staff, Board, and state association leaders.

- Division Directors are encouraged to attend.
- Division Directors are encouraged to collaborate with Vice Presidents on L2L tasks and initiatives as needed.

NAEA Summer Leadership Conferences:

Regional Leadership Conferences take place in odd years; National Leadership Conference (NLC) takes place in even years.

- Division Directors are encouraged to attend Regional and National Leadership Conferences.
- Division Directors are encouraged to collaborate with Vice Presidents on Leadership Conference–related tasks and initiatives as needed.

NAEA NATIONAL AWARDS PROGRAM:

- Division Directors and Elects encourage nominations for the Awards Program.
- Division Directors and Elects review award submissions for their respective Divisions.
- Division Directors plan and facilitate the All-Division Awards Ceremony at the NAEA National Convention.

NAEA NATIONAL CONVENTION:

Call for Presentations:

- **Division Sessions:** Division Directors submit Convention session proposals during the regular Call for Presentations period that align with the Division’s focus and address relevant topics.
- **All Divisions Award Ceremony:** One Division Director submits a proposal on behalf of all Divisions for the All-Divisions Award Ceremony.
- **Conversations With Colleagues:** Division Directors develop and submit a proposal for a “Conversations With Colleagues” session for their respective division.
- **Presenter Identification and Invitation:** Division Directors identify and invite presenters for sessions submitted by their Division.

Session Proposal Review:

- Division Directors and Elects review Convention session proposals for their Division.

On-Site Responsibilities:

- **All Divisions Award Ceremony:** Division Directors develop and organize an award ceremony honoring all Division awardees; this includes creating a script and organizing the presentation. Division Directors host the ceremony and present awards to the recipients during the session.
- **Conversations With Colleagues Sessions:** Facilitate sessions for all attending Division members.
- Facilitate Division-sponsored sessions as needed.

COMMITTEES/GROUP WORK:

- **Executive Finance Committee**
One elected Division Director serves on the Executive Finance Committee.
- **Ad Hoc Committees**
Division Directors serve on ad hoc committees as required.
- **National Art Honor Societies National Council**
Middle Level and Secondary Division Directors will serve on the National Art Honor Societies National Council.

COMMUNICATIONS:

- **NAEA News:** Division Directors write quarterly articles for *NAEA News*, reporting on Division activities. Elects may be asked to review content in preparation for writing newsletters when serving as Division Director.

BUDGET AND EXPENSES:

- Division Directors manage and oversee the Division's budget. This budget is typically used for Convention expenses.
- Division Directors communicate with Elects about designated funds for travel.