



**PRESIDENT (President-Elect, Past President)**  
**NAEA Board of Directors Position Description**

**PRESIDENT-ELECT**

It shall be the duty of the President-Elect to serve in a supportive role for the President and familiarize themselves with the procedures, duties, and necessary skills prior to serving in the role of President. The President-Elect serves on the Executive Finance Committee and as Chair of the Professional Materials Committee. The President-Elect assumes the role of President in the event that the current President cannot fulfill the remainder of their term.

**The President-Elect roles and responsibilities within the Professional Materials Committee (PMC):**

- In tandem with the Committee Co-Chair and the NAEA Director of Publications, reviews book proposals and all other professional materials intended for publication by NAEA and/or publishing partners, such as Routledge.
- In coordination with the Committee Co-Chair and the NAEA Director of Publications, determines if submitted materials and book proposals are eligible for review by selected PMC reviewers.
- In coordination with the Co-Chair, selects appropriate Committee members to serve as reviewers of potentially publishable materials. These reviewers are paired with content or proposals based upon the subject of the materials, as well as the specific credentials, qualifications, and interests of the Committee members.
- Submits a written report on the workings and progress of the Committee for each Board meeting.
- Submits a summative annual report for each summer Board meeting.
- Works in coordination with the Committee Co-Chair and the NAEA Director of Publications to plan and facilitate remote PMC meetings on a quarterly basis.
- In coordination with the NAEA Director of Publications, submits a proposal for and facilitates the in-person PMC meeting at the National Convention.
- Works with the Committee Co-Chair and NAEA Director of Publications on the open call and election of new Committee members to replace members who complete their terms or step down from their positions.

**NAEA BOARD MEETINGS:**

**In-Person Meetings:**

- **Summer Meeting:** takes place in July, and in conjunction with the National Leadership Conference (in even years).
- **Fall Meeting:** Takes place in November, often at the future Convention location.
- **Spring Meeting (takes place at the NAEA National Convention):**  
The Board meets the day before and the day after the NAEA National Convention in the mornings, and the Professional Materials Committee (PMC) meeting occurs as a closed session during the Convention.

#### **Board Meeting Preparation:**

- **Submit Board Report:** Prior to each Board meeting. Report is organized under the Strategic Plan headings and conveys the work the Elect has performed on behalf of NAEA.
- **Review All Agendas:** Thoroughly reviews the agenda prior to each meeting.
- **Question and Comment Submission:** Any questions, issues, or comments should be directed to the appropriate parties.

#### **OTHER MEETINGS/EVENTS:**

- **Regular Meetings:**
  - Quarterly remote Presidential meetings are attended by Presidents (Elect/current/Past) and the Executive Director.
  - Remote meetings with the Presidents (Elect/current/Past) and Executive Director occur as needed. (infrequent)
  - Remote meetings with the Executive Committee members occur as needed. (infrequent)
- **Professional Materials Committee (PMC):** Quarterly meetings; three are remote and one takes place in person at the National Convention.
  - Traditionally keynote for one of the sessions of the National Leadership Conference and for select regional conferences.
- **Invitations to Speak:** Presidents-Elect are often asked to keynote state conferences. This is *optional*.

#### **NAEA NATIONAL AWARDS PROGRAM:**

- The President-Elect coordinates the Awards Program for the following awards:
  - National Art Educator of the Year, Lowenfeld Award, Mac Arthur Goodwin Award for Distinguished Service within the Profession, the Marion Quinn Dix Leadership Award, and the Distinguished Service Outside of the Profession.
- Each award submission is to be reviewed by multiple individuals. The President-Elect is the lead reviewer on each award and will recruit reviewers for each award.

## **NATIONAL CONVENTION:**

### **On-Site Responsibilities:**

- **PMC Annual Business Meeting:** The President-Elect plans and facilitates in coordination with the NAEA Director of Publications.
- **All Divisions Award Ceremony:** The President-Elect attends the ceremony and participates as directed.
- **General Sessions:** The President-Elect attends and participates as directed, often assuming speaking duties.
- **Vendors:** The President-Elect visits assigned booths to greet and thank specific vendors for participating and supporting the profession of art education.
- **Board Meetings:** There are two full Board meetings at the Convention, one occurring the Tuesday prior to sessions and one on Sunday following the Convention.
- **Executive Finance Committee (EFC):** The EFC meets the Tuesday prior to Convention.

## **BUDGET AND EXPENSES:**

- Manage and oversee the President-Elect's budget.
- Manage President-Elect's spending, typically for the Convention and keynote invitation expenses.

## **PRESIDENT**

It shall be the duty of the President to serve as the spokesperson for NAEA and implement the procedures, duties, and skills necessary for serving in the role of the President. The President serves on the Executive Finance Committee with the following duties and responsibilities:

- Serve as Chair of the Board
- Serve on the Executive Finance Committee
- Serve as the official spokesperson for NAEA
- Works closely with the Executive Director
- Write a column for quarterly published editions of *NAEA News*

## **NAEA BOARD MEETINGS**

### **In-Person Meetings:**

- **Summer Meeting:** Takes place in July, and in conjunction with the National Leadership Conference (in even years).
- **Fall Meeting:** Takes place in November, often at the future Convention location.
- **Spring Meeting (takes place at the NAEA National Convention):**  
The Board meets the day before and the day after the Convention in the mornings, and the Professional Materials Committee (PMC) meeting occurs as a closed session during the Convention.

### **Board Meeting Preparation:**

- **Submit Board Report:** Prior to each Board meeting. Report is organized under the Strategic Plan headings and conveys work the President has performed on behalf of NAEA.
- **Review All Agendas:** Thoroughly review the agenda prior to each meeting.
- **Question and Comment Submission:** Any questions, issues, or comments should be directed to the appropriate parties.

## **OTHER MEETINGS/EVENTS:**

- **Regular Meetings:**
  - Quarterly remote Presidential meetings are attended by Presidents (Elect/current/Past) and the Executive Director.
  - Remote meetings with the Presidents (Elect/current/Past) and Executive Director occur as needed. (infrequent)
  - Remote meetings with the Executive Committee members occur as needed. (infrequent)
- **Professional Materials Committee (PMC):** Quarterly meetings; three are remote and one takes place in person at the National Convention.

- **Executive Finance Committee (EFC)**
  - Attend on the first day of the summer, November, and spring Board meetings.
  - Attend remote “emergency” meetings on an as-needed basis.
- **Presidential Meetings:** Held remotely on a quarterly basis.
- **Ad Hoc Committees:** Held remotely as needed.
- **Quarterly L2L Meetings:**
  - At times, Presidents are requested to present specific information.
- **Summer Leadership Conferences (Regional/NLC):**  
Regional Leadership Conferences take place in odd years; the National Leadership Conference takes place in even years.
  - NAEA Presidents traditionally serve as a keynote speaker for one NLC conference, as well as select regional conferences.
- **Invitations to Speak:** Presidents are often asked to keynote state conferences. This is *optional*.

#### **NAEA NATIONAL AWARDS PROGRAM:**

- The President coordinates the Awards Program for the following awards:
  - Presidential Citation Award
- Each award submission will be reviewed by multiple individuals. The President is the lead reviewer on each award and will recruit reviewers for each award.

#### **NATIONAL CONVENTION:**

##### **On-Site Responsibilities:**

- **All Divisions Award Ceremony:** The President attends the ceremony and participates as directed.
- **General Sessions:** The President attends and participates as directed, often assuming speaking duties.
- **Vendors:** The President visits assigned booths to greet and thank specific vendors for participating and supporting the profession of art education.
- **Board Meetings:** There are two full Board meetings at the Convention, one occurring the Tuesday prior to sessions and one on Sunday following the Convention.
- **Executive Finance Committee (EFC):** The EFC meets the Tuesday prior to Convention.

#### **COMMUNICATIONS:**

- **NAEA News:** The President writes quarterly articles for inclusion in *NAEA News*.
- **Board Reports:** The President write regular reports for inclusion in the Board materials.

**BUDGET AND EXPENSES:**

- Manage and oversee the President's budget.
- Manage President's spending, typically for the Convention and keynote invitation expenses.

## **PAST PRESIDENT**

It shall be the duty of the Past President to serve in a mentoring role for the President and Board.

The Past President:

- Chairs the Executive Finance Committee
- Chairs the Executive Director's annual performance review
- Serves on the NAEF Board of Trustees

## **NAEA BOARD MEETINGS**

**In-Person Meetings:**

- **Summer Meeting:** Takes place in July, and in conjunction with the National Leadership Conference (in even years).
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- **Spring Meeting (takes place at the NAEA National Convention):**  
The Board meets the day before and the day after the Convention in the mornings, and the Professional Materials Committee (PMC) meeting occurs as a closed session during the Convention.

**Board Meeting Preparation:**

- **Submit Board Report:** Prior to each Board meeting. Report is organized under the Strategic Plan headings and conveys work the Past President has performed on behalf of NAEA.
- **Review All Agendas:** Thoroughly review the agenda prior to each meeting.
- **Question and Comment Submission:** Any questions, issues, or comments should be directed to the appropriate parties.

## **OTHER MEETINGS/EVENTS:**

- **Regular Meetings:**
  - Quarterly remote Presidential meetings are attended by Presidents (Elect/current/Past) and the Executive Director.
  - Remote meetings with the Presidents (Elect/current/Past) and Executive Director occur as needed. (infrequent)
  - Remote meetings with the Executive Committee members occur as needed. (infrequent)

- **Professional Materials Committee (PMC):** Quarterly meetings; three are remote and one takes place in person at the National Convention.
- **Executive Finance Committee (EFC)**
  - Attend on the first day of the summer, November, and spring Board meetings.
  - Attend remote “emergency” meetings on an as-needed basis.
- **Presidential Meetings:** Held remotely on a quarterly basis.
- **Ad Hoc Committees:** Held remotely as needed.
- **Quarterly L2L Meetings:**
  - Optional: Past Presidents are invited to attend.
  - At times, Past Presidents are requested to present specific information.
- **Summer Leadership Conferences (Regional/NLC):**  
Regional Leadership Conferences take place in odd years; the National Leadership Conference takes place in even years.
  - Past Presidents traditionally serve as a keynote speaker for one NLC conference, as well as select regional conferences.
- **Invitations to Speak:** Past Presidents are often asked to keynote state conferences. This is *optional*.

#### **NAEA NATIONAL AWARDS PROGRAM:**

- The Past President coordinates the Awards Program for the following awards:
  - Eisner Lifetime Achievement Award and the Gilbert A. Clark and Enid Zimmerman Leadership Advocacy Award
- Each award submission will be reviewed by multiple individuals. The Past President is the lead reviewer on each award and will recruit reviewers for each award.

#### **NATIONAL CONVENTION:**

##### **On-Site Responsibilities:**

- **All Divisions Award Ceremony:** The Past President attends the ceremony and participates as directed.
- **General Sessions:** The Past President attends and participates as directed, often assuming speaking duties.
- **Vendors:** The Past President visits assigned booths to greet and thank specific vendors for participating and supporting the profession of art education.
- **Board Meetings:** There are two full Board meetings at the Convention, one occurring the Tuesday prior to sessions and one on Sunday following the Convention.
- **Executive Finance Committee (EFC):** The Past President chairs the EFC, which meets in person the Tuesday prior to the Convention.

## **BUDGET AND EXPENSES**

- Manage and oversee the Past President's budget.
- Manage Past President's spending, typically for the Convention and keynote invitation expenses.