



WAEA Regional Vice President Job Description (AKA E.S.D.)

The WAEA has regional vice presidents, each one representing the art educators from the geographic region of their ESD (Educational School District). Regional Vice Presidents / ESD Reps are elected by the Executive Board based on recommendations from active members. This position may be shared with partners, as long as qualifications are met.

Qualifications:

1. An active membership in both WAEA and NAEA
2. An interest in assuming an active leadership role in the WAEA.
3. The necessary organizational and communication skills to contact and organize art teachers within the geographic region represented.
4. The time and commitment necessary to fulfill the duties and obligations of the position in a timely manner.
5. A two year term of office, with the ability to continue in the position if desired, upon recommendation by the Board. When term has ended, provide recommendations to the Board for your successor.

The Regional Vice President will serve and support WAEA by:

1. **Connect with Current and Potential Members:** Assist the Membership Chair by contacting, recruiting and retaining members. Maintain a current list/database of art teacher contacts within your geographic region in communication with the Membership Chair., and send copies to Membership Chair(s). Utilize the Google Tools to include email, forms and shared drive folders to maintain position related documents and provide professional level communications with membership.
 2. **Host/ Plan ESD Events:** Host three to five at least one WAEA sponsored event annually for Art Teachers in their region, with some supporting budget allocations from WAEA.
 3. **Attend Conferences:** Encourage teachers in the region to attend the annual Fall Conference by advertising in district publications / professional development notices and inviting region art educators / teaching artists.
 4. **Write Splatter Articles:** Annually submit one article for Splatter by selecting from quarterly dates: Dec 15, Apr 15, June 15 and Sept 15.
 5. **Submit Reports:** Your regional quarterly reports are critical for the President Annual State Report which is presented to NAEA. Submit at least four written reports throughout the year, on exhibits, events and happenings in your geographic region. It is especially important to submit a report if you are unable to attend a meeting.
 6. **Attend Meetings:** The open membership board meetings and summer leadership retreats are important to attend to represent your area, participate in important association decisions and implement strategic goals. Advisory board members attend virtually (via computer or phone) or in person. Mileage reimbursement is available for travel over 50 miles.
- Reviewed at Summer Leadership 2018 and Approved by Membership Fall 2018

Six Key Roles of WAEA

ESD Vice-Presidents

HOST/PLAN ESD EVENTS

Plan 5 local professional development opportunities/events each school year in October, December, February, April, & June

•**Event Ideas Include:**

Gallery/Museum Tours, Plein-Air Outings
Hands-On Workshops, Art Store Visits/Tours,

•**Offer Free Clock Hours:**

WAEA members are eligible for
FREE clock hours

WRITE SPLATTER ARTICLE(S)

Write at least one article per year on the topic of your choice, which could include

A description of one of your
successful/inspiring
ESD events.

SUBMIT ESD REPORTS

Quarterly reports are done online via "Quick Reports."

Note: Repots are due for the Nov, Jan, Mar and June Open Member Meetings

CONNECT WITH CURRENT AND POTENTIAL WAEA MEMBERS

Help grow our organization through contacting, recruiting and retaining members. Update and add to our list of potential members in your region

ATTEND NAEA AND WAEA CONFERENCES

Encourage art educators in your region to attend these amazing events

Note: the 2018 NAEA Convention Is In Seattle.

Volunteers are needed for
Tours, WAEA Event Host Booth, as well as Set-up/Clean-up

ATTEND OPEN MEMBER MEETINGS

Meetings are every other month Sept, Nov, Jan, March and May

Note: Board members, including ESD Vice-Presidents can be reimbursed for mileage for travel to destinations over 50 miles.