

**Responsibilities of Members of the CSEA/SCÉA Executive**

**2016-18**

***President:***

* is regarded as the Chief Executive Officer of the Society;
* is responsible for implementing the policies of the Society and for taking leadership to initiate such action;
* ensures that there is a Conference Committee in existence planning for an upcoming conference;
* schedules and chairs Executive meetings at regular intervals (or delegates this task);
* schedules and chairs the Annual General Meeting (or delegates this task);
* represents the society at other national level art education organizations;
* is responsible to the Executive and ultimately to the members of the Society.

***Past President:***

* serves in an advisory role to the President;
* chairs meetings in the absence of the President, or as requested;
* establishes a Nominating Committee in any year when elections will be held, and brings a full slate of nominees to the AGM.

***Director with Responsibility for:***

**(1) Provincial Liaison, Social Media, and Advocacy:**

* establishes a sub-committee to advocate for and raise the visibility of the CSEA/SCÉA nationally;
* establishes and maintains contact with the presidents of each provincial art teachers’ association;
* organizes a themed round-table with the provincial affiliates to take place at the annual conference;
* is responsible for the content on the PAL page on the society’s website, as well as the society’s social media presence (including Twitter, FaceBook, and blogs) and an e-newsletter;
* works closely with the Director of Communications to carry out shared tasks.

**(2)** **Special Projects (National and International):**

* establishes a sub-committee to raise the profile of the CSEA/SCÉA nationally and internationally by participating in projects or events, as approved by the Executive;
* is responsible for the content on the “National and International Conferences” page on the CSEA/SCÉA website, and additional pages if developed.

**(3) Publications and Resources:**

* establishes and works with a sub-committee, including the journal editors, to oversee the publications of the Society, including texts, journals and other works; and to devise a strategy regarding CSEA/SCÉA on-line publications;
* solicits proposals for new publication projects;
* is responsible for the content on the “Publications” page and the “Links > Art Resources” page on the CSEA/SCÉA website.

 **(4) Awards:**

* establishes an awards sub-committee and chairs meetings;
* may propose new Awards, for Executive approval;
* with the sub-committee, provides forms and procedures for nominations and for adjudicating the CSEA/SCÉA Awards;
* notifies the Award recipients;
* secures sponsorships for the National Awards (or delegates this task);
* prepares certificates and media presentation, and acts as Master of Ceremonies at the Awards Ceremony (or delegates some or all of these tasks);
* is responsible for the content on the “Awards” page on the CSEA/SCÉA website.

**(5)** **Fundraising:**

* establishes a sub-committee to seek funds from (1) grants; (2) donations; (3) fundraising drives; and (4) other sources of financial support for specific or general purposes that support the mission of the CSEA/SCÉA;
* works with the rest of the executive to schedule and carry out membership drives;
* works with the secretary to ensure that donors and sponsors receive appropriate receipts and recognition, including acknowledgements on the CSEA/SCÉA’s website.

 **(6) Communications:**

* establishes a sub-committee to support communications nationally and internationally;
* raises the visibility of the CSEA/SCÉA;
* with input from the Executive and/or a sub-committee;
* is responsible for all content on the society’s website, with active participation from all members of the executive;
* updates content as directed by other Executive members, and/or trains Executive members to make content changes to web pages for which they are responsible;
* works with website management company on all technical and major content updates, within established budget;
* is responsible for media communications;
* works closely with the Director of Provincial Liaison, Social Media, and Advocacy to carry out shared tasks;
* hosts on-line Executive meetings.

 **(7) Graduate Student Representative*:***

* establishes a sub-committee of art education graduate students, studying at universities across Canada;
* represents the needs and interests of Canadian art education graduate students at CSEA/SCÉA Executive meetings;
* with the graduate student sub-committee, is responsible for the Graduate Student Symposium held at each conference (soliciting and selecting proposals, notifying presenters, and hosting the symposium);
* with the graduate student sub-committee, works with the editor of the *Canadian Art Teacher* to guest edit a special Graduate Student issue following the symposium;
* with the graduate student sub-committee, works with the Awards Sub-Committee to solicit applications for the Masters and Dissertation Awards, establishes a review procedure, and forms a review committee;
* may secure sponsorship for Graduate Student Symposium and/or Graduate Student Awards;
* is responsible for the development and content of a Graduate Student page on the CSEA/SCÉA website (or delegates this task).

At their first meeting, the newly-elected members of the executive will appoint individuals to serve in the following positions:  **Editor of the *Canadian Art Teacher*; Editor of the *Canadian Review of Art Education,*** and **Secretary**. Individuals are appointed to serve two-year terms (renewable) in these positions. They are invited, non-voting guests at all executive meetings.

**Editor of the *Canadian Art Teacher*:**

* is an appointed (non-voting) guest at all Executive meetings;
* is a member of the publications sub-committee;
* solicits submissions and is responsible for editing, printing, and distributing two issues per year of the *Canadian Art Teacher,* within the annual budget;
* obtains appropriate permissions, as required;
* establishes a review board for each issue; encourages layout and design contributions by authors; and invites participation by guest editors;
* publishes the Gaitskell address in the issue following each conference;
* may publish issues with a specific emphasis (such as a graduate student issue or an issue focused on an international project);
* will work with the Director of Publications to devise a strategy regarding the potential on-line publication of *CAT*;
* ensures that the “Publications > Canadian Art Teacher” page of the website is kept up-to-date.

**Editor of the *Canadian Review of Art Education*:**

* is an appointed (non-voting) guest at all Executive meetings;
* is responsible for editing two issues per year of the *Canadian Review of Art Education,* within the annual budget, published on-line;
* solicits national and international submissions to CRAE*;*
* works with a review board with regional and international expertise;
* ensures that a portion of *CRAE* is published in French;
* may secure financial support from own institution and/or through grants;
* obtains appropriate permissions, as required;
* may publish issues with a specific emphasis and/or arrange for guest editors;
* is a member of the publications sub-committee;
* continues the process of getting all back issues of CRAE on-line;
* ensures that the “Publications > Canadian Review of Art Education” page of the website is kept up-to-date.

**Secretary:**

* is a part time staff member who is a non-elected, non-voting guest at all Executive meetings, and who is responsible to the President;
* has signing authority for all banking and government forms;
* ensures that all government forms are completed as needed;
* handles day-to-day office tasks, including accounts payable and receivable;
* responds to inquiries from members and the general public;
* receives and processes orders for publications;
* maintains the Society’s files and records, including (but not limited to) financial records, membership information, conference files, and sales and inventory records;
* prepares reports (financial, membership, inventory and others as requested), quarterly or as requested by the President;
* maintains a contact list of e-mail addresses, and distributes messages as requested by the President and other Executive members;
* with input from members of the Executive, prepares an annual budget for presentation to the members of the Society at the Annual General Meeting;
* works with the Past President on the nomination / election procedures in all years when elections are held for Executive positions;
* is responsible for the “Executive”, “Membership”, and “Membership Application” pages on the website, as well as ensuring that all payment options on the website are functioning.

(Last revised on August 22, 2016)