



# **NATA Board Members**

## **Job Descriptions**

**Fall 2008**

## NATA President

### Responsibilities:

- Provide leadership for implementation of national goals and strategies for art education, through NATA

### **State Level**

- A. Act on behalf of the Association in matters of policy and decision-making
- B. Fill out an Incorporation Report every two years to maintain NATA's Non-Profit status with the IRS
- C. Represent NATA in all appropriate groups and/or associations that support the advancement of art in Nebraska, or delegate such a representative
- D. Notify School District/Organization leaders of the election of NATA Board officers that represent them
- E. Create and sustain active communication with the NATA Executive Officers and Board. Forward the Secretary's Minutes and "To Do Lists" from board meetings to respective members
- F. Collaborate with the NATA Advocacy Representative in implementing the NAEA strategic plan
- G. Coordinate and delegate responsibilities to officers, committees, and representatives.
- H. Schedule, plan, and chair NATA Executive Board meetings as needed
- I. Request digital reports from all Board Members prior to each meeting. (Organizational in Summer, Implementation in Fall and Spring)
- J. Develop the agenda for and preside over all NATA Board meetings and the annual Membership meeting at Fall Conference
- K. Receive Board reports and disseminate information to each NATA Board member
- L. Review job descriptions and fill all appointed NATA Board positions as needed.
- M. Promote NATA/NAEA membership
- N. Contribute a President's letter for each issue of the *NATA Perspective* (three per year). Coordinate the publishing of this article with the NATA Newsletter Editor
- O. Assist in soliciting nominations for the NATA Art Educator Awards and serve on the Awards Committee. Notify award nominees and recipients, and administrators of the School Districts/Organizations they represent
- P. Arrange for recognition by NATA for the Past President when his/her term is completed (e.g. a plaque)
- Q. Forward nominations to NAEA and Western Region for national awards: e.g. Art Educator of the Year, Newsletter
- R. Serve on the Planning Committee for the Western Region Summer Conference when hosted by Nebraska
- S. Maintain NATA administrative files
- T. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- U. Maintain communication with the NATA Communications Chair
- V. Contribute an item(s) for the silent auction fundraiser held during the yearly Fall Conference

### **National & Western Region Levels**

- A. Report the names of current NATA Executive Officer to NAEA and the Western Region Vice-President
- B. Submit articles to the Western Region Vice-President for publication in NAEA News
- C. Represent NATA at the NAEA Delegates Assembly
- D. Prepare a standardized State Report on NATA for the NAEA Delegates Assembly
- E. Attend the Western Region Summer Meeting and present a standardized State Report
- F. Attend the bi-annual Western Region Leadership Conference (held in conjunction with the Western Region Summer Meeting)
- G. Delegate a proxy to attend NAEA Delegates Assembly and Western Region Meetings when necessary
- H. Complete the NAEA dues agreement when requested (every 4 years)

### **Eligibility:**

- The President must maintain current membership in NATA/NAEA
- Have an established record of leadership and participation in NATA, and familiarity with the goals and processes of the Association

## **NATA President-Elect**

### **Responsibilities:**

- A. Assist the President and NATA Advocacy Representative in providing leadership for NATA implementation of national goals and strategies for art education (e.g. NAEA strategic plan)
- B. Assist the President as delegated in collaborating with appropriate groups and/or associations that support the advancement of art in Nebraska
- C. Assume presidential responsibilities in the absence of the President or when so designated
- D. Attend all NATA Executive Board meetings: scheduled as needed
- E. Study both the NAEA and NATA Constitutions and By-Laws. Recommend and call for updates to the NATA Board as needed to adapt to changing needs of the Association and to remain consistent with the National level
- F. Serve as Coordinator of Nominations and Clerk for Election of Officers for the NATA Board
- G. Notify School District/Organization leaders of the election of NATA Board officers that represent them
- H. Create and sustain active communication with the NATA Executive Officers and Board.
- I. Promote NATA/NAEA membership
- J. Contribute an article for the *NATA Perspective* at least once each year. Coordinate the publishing of this article with the NATA Newsletter Editor
- K. Assist in soliciting nominations for the NATA Art Educator Awards and serve on the Awards Committee. Notify award nominees and recipients, and administrators of the School Districts/Organizations they represent
- L. Serve on the Planning Committee for the Western Region Summer Conference when hosted by Nebraska
- M. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- N. Maintain communication with the NATA Communications Chair
- O. Contribute an item(s) for the silent auction fundraiser held during the yearly Fall Conference
- P. Accompany the NATA President at the NAEA Delegates Assembly
- Q. Assist the President in preparing a standardized State Report on NATA for the NAEA Delegates Assembly
- R. Attend the bi-annual Western Region Leadership Conference (held in conjunction with the Western Region Summer Meeting)

### **Eligibility:**

- The President-Elect must maintain current membership in NATA/NAEA
- Have an established record of leadership and participation in NATA, and familiarity with the goals and processes of the Association

## **NATA Past-President**

### **Responsibilities:**

- A. Communicate issues/concerns from past experience as President. Keep and pass along updated reports, agendas, etc from his/her term as President
- B. Create and sustain active communication with the current President
- C. Assist the NATA Nebraska Legislation Chair and Nebraskans for the Arts Representative in applying and implementing the NAEA strategic plan in Nebraska
- D. Work closely with the NATA Communications Chair
- E. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- F. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- G. Assist and advise the President concerning general correspondence and in planning for conferences, board meetings, delegates assembly
- H. Serve as consultant and coordinator for all activity chairpersons, e.g. forward job descriptions to conference chairs, new Board members, etc.
- I. Attend all NATA Board meetings: 3 per year
- J. Attend all NATA Executive Board meetings: scheduled as needed
- K. Promote NATA/NAEA membership
- L. Assist in soliciting nominations for the NATA Art Educator Awards and serve on the Awards Committee
- M. Assist the President in forwarding nominations to NAEA and Western Region for national awards: e.g. Art Educator of the Year, Newsletter
- N. Serve as a designated substitute delegate if the current President or President-elect cannot attend NAEA or Western Region meetings
- O. Encouraged to attend the bi-annual Western Region Leadership Conference
- P. Serve on the Planning Committee for the Western Region Summer Conference when hosted by Nebraska
- Q. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

### **Eligibility:**

- The Past-President will have served as the previous NATA President
- The Past-President must maintain current membership in NATA/NAEA

## **NATA Secretary**

### **Responsibilities:**

- A. Assist the Executive Board and NATA in developing strategies for art education advocacy in our State
- B. Attend all NATA Executive Board meetings: scheduled as needed
- C. Attend all NATA Board meetings (three per year.)
- D. Record and distribute minutes of board meetings within three weeks of the meeting. Forward copies electronically to:
  - NATA President
  - NATA Communications Chair
  - *NATA Perspective* editor
- E. Provide the NATA President with a “To Do List” as determined at the meetings
- F. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- G. Submit a digital copy of the Minutes and any other issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- H. Encourage other art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- I. Assist in soliciting nominations for NATA Art Education Awards
- J. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The NATA Secretary must maintain current membership in NATA/NAEA

## **NATA TREASURER**

### **Responsibilities:**

- A. Assist the Executive Board and NATA in developing strategies for art education advocacy in our State
- B. Attend all NATA Executive Board meetings: scheduled as needed
- C. Attend at least 2 of the 3 NATA Board meetings per year
- D. Support the leadership activities of the Association by networking with Board members: inform them of available funding/budgeted allowances for their respective areas of responsibility
- E. Present an annual Fiscal Year Budget that realistically provides for the activities of the Association
- F. Maintain accurate and up-to-date financial records of investments, income, and expenses
- G. Pay all bills in a timely manner
- H. Communicate issues/concerns/recommendations related to Association Finances to the NATA Board. Prepare and present an annual financial report to the membership at the Fall Conference
- I. Submit a digital financial report and other issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- J. Update the Treasurer's Handbook yearly
- K. Complete report forms for the IRS
- L. Arrange for a financial review of Association books every 2 years coinciding with the election of the Executive Officers
- M. Preserve financial records: bank statements, documentation for expenditures, etc. for a period of seven years
- N. Maintain historical files for significant financial documents: ledger, documents granting Non-Profit status, etc.

### **Other Responsibilities:**

- O. Maintain communication with the NATA Communications Chair
- P. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- Q. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- R. Encourage art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- S. Assist in soliciting nominations for NATA Art Education Awards
- T. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The NATA Treasurer must maintain current membership in NATA/NAEA

## **NATA Awards Chair**

### **Responsibilities:**

- A. Collect nominations for yearly awards to outstanding NATA educators in the areas of:
  - Elementary, Middle School, Secondary, K-12, Higher Education, and Museum Education
  - Prism and Roscoe Shields awards for service
  - Outstanding Educator of the Year
- B. Encourage art educators to participate in the Awards nomination process: e.g. network with Division Representatives, prepare information for publication in the *NATA Perspective*, post invitations on Website, via Listserv, etc.
- C. Contact nominees to send in letters of acceptance and two letters of support for their nomination
- D. Work with the Awards Committee (NATA President, Past-President, and President-Elect) to review nominations
- E. Forward names of award recipients, their organizations/school districts, and respective addresses to the NATA President for notification
- F. Recommend timeline adjustments for the Awards selection process as needed and bring these to the NATA Board for approval
- G. Arrange for the production of Awards to be presented at the Fall Conference (Regal Trophy, Center Street in Omaha)
- H. Coordinate presentation of Awards with the NATA President

### **General**

- I. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- J. Attend at least one of the three NATA Board meetings per year
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The NATA Awards Chair must maintain current membership in NATA/NAEA

## **NATA Communications Chair**

### **Responsibilities:**

- A. Assist the NATA Board in designing strategies for art education advocacy and communications
- B. Maintain active contact with the communications committee which includes the:
  - President Elect
  - Web Master
  - NATA Perspective* Newsletter Editor
  - Membership Chair
  - Blog Master
- C. Provide electronic access to current art education information via the NATA website, ListServ and/or blog at <http://www.artnetnebraska.org>
- D. Serve as moderator for the art ListServ/Blog
- E. Collaborate with the NATA Board to update the membership brochure as needed
- F. Facilitate communication among all NATA Board Members (ESU representatives, Division Representatives, etc.) and maintain a current directory of art educators who serve in public schools, private schools, universities, colleges, community colleges, and art museums as well as retired art educators in Nebraska
- G. Facilitate participation in NATA conferences, Youth Art Month and other NATA/NAEA activities by developing electronic communication strategies and tools
- H. Assist NATA members in using the website to access information on organization activities and programs: e.g. *NATA Perspective* newsletter, Fall and Spring conferences, Youth Art Month, etc.; updates on issues and concerns related to art education on national and state levels; share and access resources that strengthen art education in their classrooms; and to receive information efficiently and effectively
- I. Submit a digital report of activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- J. Attend at least 2 of the 3 NATA Board meetings per year
- K. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

### **Eligibility:**

- The Communications Chair must maintain current membership in NATA/NAEA
- Past or current service as a supporter of the Arts or as an art educator in Nebraska
- Excellent communication skills
- Excellent computer skills and ability to manage a ListServ

## **NATA Exhibits Chair**

### **Responsibilities:**

- A. Collaborate with the Higher Education representative and host site to plan and organize an annual exhibition of artwork by **Undergraduate Art Students**
- B. Collaborate with the Fall Conference Chair to plan and organize an annual exhibition of artwork by **Nebraska Art Educators** held in conjunction with the conference
- C. Contact the respective galleries to secure time on the exhibition schedule and determine show dates
- D. Design, print, and distribute call for entries
- E. Plan a budget that balances income and expenditures
- F. Secure underwriting or sponsorship for promotion, awards, reception, publicity, etc.
- G. Select Juror for the exhibition, if applicable
- H. Arrange for collection, hanging, and pickup of artworks
- I. Publicize the exhibition (e.g. to NATA members, colleagues of exhibitors) via electronic and print media. Contact the NATA Communications Chair to post and publicize exhibition information on the NATA website, listserv, and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- J. Organize an opening or closing reception, as funding permits
- K. Contribute an article on the exhibition and awards for the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor and the Communications Chair

### **Other Responsibilities:**

- L. Submit a digital report on upcoming exhibitions, award recipients, and any issues/concerns relating to the exhibitions to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- M. Attend at least 2 of the 3 NATA Board meetings per year
- N. Encourage art educators to participate in exhibitions, NATA conferences, Youth Art Month and other NATA/NAEA activities
- O. Assist in soliciting nominations for NATA Art Education Awards
- P. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The NATA Exhibitions Chair must maintain current membership in NATA/NAEA

## **NATA Historian**

### **Responsibilities:**

- A. Store and preserve organization records.
- B. Add new information every two years (when outgoing President turns over archival materials).
- C. Provide access to NATA documents and information upon request.
- D. Work with the Communications Chair to post information on the Website that reflects significant history and trends in NATA over the years, e.g.
  - ☆ History of Award recipients
  - ☆ Conference locations and themes over the years
  - ☆ Membership statistics
  - ☆ Items of interest from NATA history
- E. Inform the Board of significant historical events to be commemorated
- F. Stay current on NATA and art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- G. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- H. Submit a digital report on goals, progress, and issues/concerns relating to NATA history and archives to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- I. Attend at least 1 of the 3 NATA Board meetings per year
- J. Encourage art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- K. Assist in soliciting nominations for NATA Art Education Awards
- L. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The Historian must maintain current membership in NATA/NAEA.

## **NATA Fall Conference Chair**

### **Job Description:**

The role of the Fall Conference Chairperson is to:

- A. Implement the goals of the Conference (adapted from NAEA Conference goals):  
The Mission of the NATA Fall Conference is to broaden the professional world of teachers by:
  - Advancing national and state issues affecting visual arts education
  - Conducting the business of the association
  - Promoting professional and personal growth
  - Providing a forum for networking with professional colleagues
  - Developing leadership and recognizing excellence in the field
  - Connecting educators directly with artists and their works
  - Exhibiting current resources and materials for art education
  - Generating new membership in NAEA/NATA and informing members of association benefits
- B. Coordinate plans with the NATA President and Board Representatives to conduct Association business in the context of the Conference. These include:
  - Board meeting
  - Members Assembly
  - Educator Awards Banquet
  - Art Educators Exhibition
  - Silent Auction
  - Membership Table
- C. Organize a Planning Team, that includes ESU Representatives from the host region, and begin preliminary planning at least 2 years prior to the conference
- D. Maintain contact with the NATA Treasurer in preparing the Budget and Financial Report on the Conference
- E. Arrange for writing grants, securing underwriting, and planning fundraising activities in conjunction with the Conference
- F. Establish timelines that will provide participants adequate time to arrange for participation
- G. Solicit, review, select, and make arrangements for presentation proposals from NATA members
- H. Use electronic and print media to promote the Conference: Website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org), *NATA Perspective* newsletter, direct mailings, postcards, etc. to disseminate information efficiently and effectively. Work closely with the Communications Chair to get conference and registration information to Nebraska Art Educators and NATA members on schedule
- I. Invite participation of NATA members and Board Members (particularly the Division Reps) in offering presentations, assisting with the logistics of the conference, etc.
- J. Conclude all financial transactions no later than May 31 of the current fiscal year and send a financial report to the NATA Treasurer

### **Other Responsibilities:**

- K. Submit a digital report of plans, activities and issues/concerns related to the Fall Conference to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- L. Attend at least 2 of the 3 NATA Board meetings per year
- M. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

## Fall Conference Checklist

The Mission of the NATA Fall Conference is to broaden the professional world of teachers by:

- Advancing national and state issues affecting visual arts education
- Conducting the business of the association
- Promoting professional and personal growth
- Providing a forum for networking with professional colleagues
- Developing leadership and recognizing excellence in the field
- Connecting educators directly with artists and their works
- Exhibiting current resources and materials for art education
- Generating new membership in NAEA/NATA and informing members of association benefits

### Tasks of the Conference Planning Team include:

- A. Select Conference Site – two years in advance
- B. Call together Planning Team
- C. Set Conference Dates
- D. Develop Timelines
  - Secure Keynote Speaker
  - Send out “Save these dates” notice (January)
  - Write Grant application (Cf. NAC timelines)
  - Issue Call for Presentations (April... Spring *Perspective*)
  - Call for Entries in Art Educators’ Art Exhibit
  - Send out Registration information and Forms to all Art Educators in Nebraska and current NATA members (August mailing)
- E. Develop Budget and Registration Fee schedule
- F. Determine the Focus/Theme of the Conference
- G. Arrange for Food Services
- H. Determine Lodging arrangements
- I. Plan Conference schedule
  - Organization business (coordinate with NATA President)
    - Board Meeting
    - Membership Table
    - Awards Banquet
    - Members Assembly
    - Division Meetings/Luncheon
  - Art Making Sessions
  - Professional Enrichment Sessions
  - Member Presentations
- J. Contact Vendors for Resource Display
- K. Organize Silent Auction
- L. Organize Art Educators’ Art Exhibit – secure gallery 1-2 years in advance
- M. Collaborate with Higher Ed and Student Representatives to plan Orientation for new participants
- N. Secure additional underwriting/In-Kind contributions
- O. Plan and organize Registration procedures

## **NATA Spring Conference Chair**

### **Responsibilities:**

- A. Work closely with the NATA Board to develop strategies for art education advocacy in Nebraska
- B. Plan and Implement the goals of the Conference
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  - Coordinate plans with the NATA President and Board Representatives to conduct Association business in the context of the Conference. These include:
    - Board meeting
    - Membership Table
  - Organize a Planning Team, that may include ESU Representatives from the host region and begin preliminary planning well in advance of the conference
  - Encourage NATA members to offer presentations at the conference and that focus on learning, community, advocacy, research and knowledge through the visual arts
  - Maintain contact with the NATA Treasurer in preparing the Budget and Financial Report on the Conference
  - Establish timelines that will provide participants adequate time to arrange for participation
  - Work closely with the Communications Chair to get conference and registration information to Nebraska Art Educators and NATA members efficiently and effectively. Use electronic and print media such as: Website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org), *NATA Perspective* newsletter, direct mailings, postcards, etc.
  - Invite participation of NATA Board representatives and local NATA members as needed to assist with the logistics of the conference.
  - Conclude all financial transactions no later than May 31 of the current fiscal year and send a financial report to the NATA Treasurer
- C. Access and share current information on art education via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- D. Contribute—or solicit the contribution—of an article on the Spring Conference for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- E. Submit a digital report of activities, plans, and issues/concerns related to the Spring Conference to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary.
- F. Attend at least 2 of the 3 NATA Board meetings per year
- G. Encourage art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- H. Assist in soliciting nominations for NATA Art Education Awards
- I. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

### **Eligibility:**

- The NATA Spring Conference Chair must be a current member of NAEA/NATA

## **NATA Membership Chair**

### **Responsibilities:**

- A. Assist in developing strategies for art education advocacy in Nebraska
- B. Work with the NATA Communications Chair to create and sustain active networks for communication within the Association and among art educators, particularly in support of NATA activities and programs.
- C. Maintain an up-to-date electronic membership list. (Updates can be obtained from NAEA national office, Conference coordinators, ESUs and other sources)
- D. Forward membership updates to the Communications Chair
- E. Provide databases upon request for organization functions for organization mailings and communications, conferences, YAM mailing, etc.
- F. Contact lapsed members and encourage them to renew their membership -- e.g. send a yearly postcard to all art educators in Nebraska informing them of benefits for NAEA/NATA membership
- G. Organize a staffed Membership Table for NATA conferences

### **Other Responsibilities:**

- H. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- I. Collect and communicate issues/concerns relating to Membership to the NATA Board
- J. Submit a digital report on Membership-related issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- K. Attend at least 2 of the 3 NATA Board meetings per year
- L. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- M. Encourage art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- N. Assist in soliciting nominations for NATA Art Education Awards
- O. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The Membership Chair must maintain current membership in NATA/NAEA

## **NATA Newsletter Editor**

### **Responsibilities:**

- A. Assist NATA in developing strategies for art education advocacy in Nebraska
- B. Solicit and edit articles, and arrange for printing and distribution of three issues of *NATA Perspective* per year: Fall, Winter/Spring, and Summer
- C. Structure the newsletter to include the following features and information
  - Letter from the President
  - Articles reporting activities from the various Divisions, ESU regions, Issues & Concerns, and Activity representatives
  - Upcoming NAEA and NATA events
  - Contact information for all members of the NATA Board
- D. Contact the NATA Membership Chair or the NAEA offices in Reston VA for current member addresses
- E. Send complimentary copies to Presidents of state associations in the Western Region of NAEA and the Western Region Vice-President
- F. Send an electronic copy of the Newsletter to the NATA Communications Chair and Webmaster for posting on the website at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- G. Prepare the issue in time to promote NATA events and activities
- H. Solicit advertisements from sponsoring vendors and organizations to help support production costs
- I. Keep Postal Permits current

### **Other Responsibilities:**

- J. Access and share current information on Art Education via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- K. Collect and communicate information on issues/concerns relating to production and dissemination of the *NATA Perspective* and similar publications in other states
- L. Submit a digital report on issues/concerns relating to the *NATA Perspective* to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- M. Attend at least 2 of the 3 NATA Board meetings per year
- N. Encourage art educators to participate in NATA conferences, Youth Art Month, and other NATA/NAEA activities
- O. Assist in soliciting nominations for NATA Education Awards
- P. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The NATA Newsletter Editor must maintain current membership in NATA/NAEA

## Youth Art Month Chair

### **Responsibilities:**

- A. Work closely with the NATA Board to develop strategies for art education advocacy in Nebraska
- B. Plan and implement the celebration of Youth Art Month for the State of Nebraska
  - Oversee the production and dissemination of informational materials, entry forms, etc.
  - Work closely with the Communications Chair to get promotional and registration information to Nebraska Art Educators efficiently and effectively. Use electronic and print media to promote the Conference: Website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org), *NATA Perspective* newsletter, direct mailings, postcards, etc. as appropriate
  - Secure the use of the State Capitol Rotunda for the celebration event
  - Secure the use of the State Office Building exhibition space for display of student artworks
  - Collaborate with co-sponsoring organizations
  - Solicit and select artworks designated for the Congressional Arts Award in Nebraska's three national legislative districts
- C. Access and share current information on YAM celebrations in Nebraska and other states via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- D. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor.
- E. Submit a digital report of activities, plans, and issues/concerns related to YAM to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary.
- F. Attend at least 2 of the 3 NATA Board meetings per year
- G. Encourage art educators to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- H. Assist in soliciting nominations for NATA Art Education Awards
- I. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

### **Eligibility:**

- The NATA Youth Art Month Chair must be a current member of NAEA/NATA

## **NATA Webmaster**

### **Responsibilities:**

- A. Work closely with the NATA Board and the Communications Chair to develop strategies for communications and art education advocacy in Nebraska
- B. Collaborate with the communications committee which includes the:
  - President Elect
  - Web Master
  - NATA Perspective* Newsletter Editor
  - Membership Chair
  - Blog Master
- C. Design and maintain the website of the Nebraska Art teachers Association at <http://www.artnetnebraska.org>
- D. Provide electronic access to current national and state level art education information via the NATA website, listserv and/or blog at <http://www.artnetnebraska.org>
- E. Continue updating and new developments as requested by NATA

### **Other Responsibilities:**

- F. Submit a digital report of activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary.
- G. Attend at least 2 of the 3 NATA Board meetings per year.
- H. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference.
- I. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor.

### **Eligibility:**

- The NATA Webmaster must be a current member of NAEA/NATA
- Have the necessary skills to design and manage the website

## **Minority Concerns Representative**

### **Responsibilities:**

- A. Advocate respect and appreciation of cultural diversity
- B. Encourage and support art educators in acquiring attitudes, skills, and knowledge to teach about various cultures
- C. Promote the development of culturally responsive art curricula that include: equity and understanding of diversity in the classroom and the understanding of cultural and ethnic art and artifacts
- D. Encourage minorities to pursue art education as a career
- E. Facilitate presentations at NATA conferences incorporating multi-cultural resource materials and educational strategies
- F. Advocate equity education standards and policy statements for educational institutions, organizations, and policy makers
- G. Submit a digital report of Minority issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- H. Attend at least 2 of the 3 NATA Board meetings per year
- I. Contribute—or solicit contribution—of an article for the *NATA Perspective*, at least once every two years. Coordinate the publishing of this article with the NATA Newsletter Editor
- J. Access and share current multi-cultural information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Minority Concerns Representative must maintain current membership in NATA/NAEA

## **Nebraska Legislation Representative**

### **Responsibilities:**

- A. Provide leadership in developing strategies for art education advocacy in Nebraska
- B. Network with Nebraskans for the Arts and other arts advocacy organizations and initiatives
- C. Lobby for legislation that supports and promotes quality art education in Nebraska
- D. Access and share current advocacy/legislative information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collect and communicate information on issues/concerns relating to legislation and advocacy measures that affect art education in Nebraska

### **Other Responsibilities:**

- F. Submit a digital report on Legislative issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- G. Attend at least 2 of the 3 NATA Board meetings per year
- H. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- I. Encourage art educators to participate in NATA conferences, Youth Art Month, and other NATA/NAEA activities
- J. Assist in soliciting nominations for NATA Education Awards
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Legislative Issues Representative must maintain current membership in NATA/NAEA

## **Private and Home-Based Art Education Representative**

### **Responsibilities:**

- A. Assist in developing strategies for art education advocacy in Nebraska
- B. Create and sustain an active network of art educators who serve in Non-public and Home-based schools of Nebraska
- C. Update the NATA Communications Representative on current names and contact information for art educators in Non-public and Home-based schools
- D. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collect and communicate information on issues/concerns that affect non-public and home-based art education
- F. Submit a digital report to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- G. Attend at least 2 of the 3 NATA Board meetings per year
- H. Encourage art educators in Non-public and Home-based schools to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- I. Encourage NATA members who teach in Non-public and Home-based schools to offer presentations at NATA conferences and focus on learning, community, advocacy, research and knowledge through the visual arts
- J. Assist in soliciting nominations for NATA Museum Educator of the Year Awards
- K. Contribute—or solicit contribution—of an article for the NATA Perspective, at least once every two years. Coordinate the publishing of this article with the NATA Newsletter Editor
- L. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Private & Home-schooled Art Education Representative must be a current member of NAEA/NATA

## **Division Representatives: Secondary, Middle School, Elementary & K-12**

### **Responsibilities:**

- A. Create and sustain an active network of art educators in their respective division.
- B. Maintain communication with the NATA Communications Chair to update current names and contact information for educators in their division.
- C. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- D. Collect and communicate issues/concerns from art educators in their respective divisions to the NATA Board.
- E. Submit a digital report of Division Activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary.
- F. Attend at least 2 of the 3 NATA Board meetings per year.
- G. Encourage art educators in their division to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities.
- H. Encourage members of their division to offer presentations at NATA conferences promoting learning, community, advocacy, research and knowledge through the visual arts.
- I. Contribute—or solicit contribution—of an article for the *NATA Perspective*, at least once every two years. Coordinate the publishing of this article with the NATA Newsletter Editor.
- J. Assist in soliciting nominations for NATA Art Educator awards for their division.
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The Division Representative will spend at least 51% of their time teaching in their respective division.
- The Division Representative must maintain current membership in NATA/NAEA.

## **Art Administration/ Supervision Division**

### **Responsibilities:**

- A. Develop strategies for art education advocacy in their school districts
- B. Create and sustain an active network of Art Administrators and Supervisors working in Nebraska
- C. Maintain communication with the NATA Communications Chair to update current names and contact information for Art Administrators and Supervisors
- D. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collect and communicate issues/concerns from other Art Administrators and Supervisors to the NATA Board
- F. Submit a digital report of Nebraska Art Administrators and Supervisors Activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- G. Attend at least 2 of the 3 NATA Board meetings per year
- H. Encourage educators within your school district to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities
- I. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- J. Assist in soliciting nominations for NATA Art Education Awards for Administration/Supervision
- K. Attend, or send a substitute delegate, to the bi-annual Western Leadership Conference
- L. Serve on the Planning Committee for Western Region Summer Meeting when hosted by Nebraska
- M. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Administration/Supervision Division Representative will spend at least 51% of their time in supervision/administration supporting and/or overseeing the visual arts programming
- The Administration Rep must maintain current membership in NATA/NAEA

## **Higher Education Division Representative**

### **Responsibilities:**

- A. Help develop strategies for art education advocacy in Higher Education arenas.
- B. Create and sustain an active network of Higher Education art faculty; full, part-time and adjunct faculty working in Nebraska.
- C. Maintain communication with the NATA Communications Chair to update current names and contact information of higher education art faculty in Nebraska.
- D. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collect and communicate issues/concerns from other Higher Education faculty in Nebraska to the NATA Board.
- F. Collaborate with the Exhibits Representative to organize an annual NATA Undergraduate Show for post-secondary art students.
- G. Oversee the development and collaboration of NATA Student Chapters on all campuses who offer an art education program, in collaboration with the Student Chapter Representative
- H. Encourage art education students to participate in NATA conferences and other NATA/NAEA activities
- I. Work with the Student Chapter Representative to coordinate student chapter activities/sessions in conjunction with NATA conferences
- J. Submit a digital report of Higher Education activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- K. Attend at least 2 of the 3 NATA Board meetings per year
- L. Contribute, or solicit the contribution of, an article for one of the three issues of the *NATA Perspective* annually. Coordinate the publishing of this article with the NATA Newsletter Editor
- M. Assist in soliciting nominations for NATA Art Education Awards in Higher Education
- N. Contribute an item(s) for the silent auction fundraiser held during the yearly Fall Conference.
- O. Serve on the Planning Committee for Western Region Summer Meeting when hosted by Nebraska

### **Eligibility:**

- The Higher Education Representative will spend at least 51% of their time at the post-secondary level working in teacher education, in-service, and program development at a Nebraska college, university, or community college
- The Higher Ed. Rep must maintain current membership in NATA/NAEA

## **Museum Education Division Representative**

### **Responsibilities:**

- A. Assist in developing strategies for art education advocacy in Nebraska
- B. Represent education programs of art museums and galleries in Nebraska
- C. Inform NATA membership of education resources, upcoming exhibitions, grants, and professional growth programs offered by the museums and galleries
- D. Access and share current museum education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collect and communicate issues/concerns relating to Museum Education to the NATA Board
- F. Submit a digital report on Museum Education issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- G. Attend at least 2 of the 3 NATA Board meetings per year
- H. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- I. Encourage Museum Educators to participate in NATA conferences, Youth Art Month, and other NATA/NAEA activities
- J. Assist in soliciting nominations for NATA Museum Educator of the Year Awards
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Museum Education Representative must maintain current membership in NATA/NAEA

## **Retired Art Educators Division Representative**

### **Responsibilities:**

- A. Develop strategies for art education advocacy at local, state, and national levels. This may include:
  - Becoming involved in the Legislative efforts through advocacy organizations such as Nebraskans for the Arts
  - assisting with the efforts of activity committees, divisions, etc. of NATA
  - acting as mentors for new NATA Board members
- B. Create and sustain an active network of retired art educators in Nebraska
- C. Collect and communicate information on issues/concerns from other retired art educators to the NATA Board
- D. Network with retired art educators to develop ways of continuing to serve art education, such as:
  - offering assistance in art classrooms, particularly where student numbers are especially high per teacher
  - engaging in Research and compilation of statistics to support the relevance and necessity of visual arts programs in the schools
- E. Maintain communication with the NATA Communications Representative to update current names and contact information for retired art educators
- F. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- G. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*. Coordinate the publishing of this article with the NATA Newsletter Editor
- H. Submit a digital report on Retired Art Educators' issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- I. Attend at least 2 of the 3 NATA Board meetings per year
- J. Encourage retired educators to participate in NATA conferences and other NATA/NAEA activities
- K. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Retired Art Educators Representative must maintain current membership in NATA/NAEA

## **Student Chapter Representative**

### **Responsibilities:**

- A. Coordinate with the Higher Education and Membership Representatives to recruit members and create an active network of art education students across Nebraska
- B. Encourage collaboration between NATA Student Chapters on all Nebraska campuses
- C. Maintain communication with the NATA Membership and Communications Chairs
- D. Access and share current art information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collaborate with the Exhibitions Chair to encourage participation in the NATA Undergraduate Art Exhibition
- F. Assist with student chapter activities/sessions in conjunction with NATA conferences
- G. Submit a digital report of Student Chapter activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- H. Attend at least 2 of the 3 NATA Board meetings per year
- I. Contribute—or solicit the contribution—of an article on student chapter activities for one of the three issues of the *NATA Perspective*
- J. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Student Chapter Representative must maintain current membership in NATA/NAEA

## **Student Chapter Representative**

### **Responsibilities:**

- A. Coordinate with the Higher Education and Membership Representatives to recruit members and create an active network of art education students across Nebraska
- B. Encourage collaboration between NATA Student Chapters on all Nebraska campuses
- C. Maintain communication with the NATA Membership and Communications Chairs
- D. Access and share current art information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Collaborate with the Exhibitions Chair to encourage participation in the NATA Undergraduate Art Exhibition
- F. Assist with student chapter activities/sessions in conjunction with NATA conferences
- G. Submit a digital report of Student Chapter activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- H. Attend at least 2 of the 3 NATA Board meetings per year
- I. Contribute—or solicit the contribution—of an article on student chapter activities for one of the three issues of the *NATA Perspective*
- J. Contribute an item(s) for the silent auction fundraiser during Fall Conference

### **Eligibility:**

- The Student Chapter Representative must maintain current membership in NATA/NAEA

## **Nebraskans for the Arts Representative (Ex-Officio)**

### **Responsibilities:**

- A. Collaborate with the NATA Past-President and Nebraska Legislation Chair to implement strategies for art education advocacy in Nebraska
- B. Maintain communication with the NATA Communications Representative to provide access for NATA members to current information on issues and concerns from Nebraskans for the Arts
- C. Update the NFTA Board regarding current issues and trends in Arts Education
- D. Participate in on-line communications via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- E. Submit a digital report on NFTA activities, meetings, advocacy, grants, projects etc. to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary
- F. Attend at least 2 of the 3 NATA Board meetings per year
- G. Attend Nebraskans for the Arts (NFTA) meetings regularly
- H. Attend NFTA Education Committee (Nebraska Alliance for Arts Education) meetings
- I. Encourage membership in NFTA from NATA members
- J. Contribute an item(s) for the silent auction fundraiser held during the Fall Conference

### **Eligibility:**

- The Nebraskans for the Arts Representative must maintain current memberships in both NATA/NAEA and Nebraskans for the Arts (NFTA)

## **Educational Service Unit Representative**

### **Responsibilities:**

- A. Sustain an active network of Educational Service Unit Representatives. Share what they are doing with all other ESU area representatives.
- B. Develop/Sustain an active network of art educators within the ESU area.
  - Develop consistent correspondence as the liaison between NATA/NAEA and art educators in the ESU area.
  - Identify educational needs in the ESU area.
  - Develop activities that will promote art education excellence.
- C. Develop strategies for art education advocacy in the ESU area.
- D. Encouraged to establish an active networking relationship with a Staff Developer at the ESU.
- E. Forward updated contact information on art educators in their ESU to the NATA Communications Chair.
- F. Access and share current art education information via the NATA website, listserv and/or blog at [www.artnetnebraska.org](http://www.artnetnebraska.org)
- G. Collect and communicate issues/concerns from educators in the ESU area to the NATA Board.
- H. Submit a digital report of activities and issues/concerns to the President before each NATA Board meeting; be prepared to give a verbal synopsis if necessary.
- I. Attend at least 2 of the 3 NATA Board meetings per year.
- J. Encourage area art teachers to participate in NATA conferences, Youth Art Month and other NATA/NAEA activities.
  - Coordinate delivery/ mailing of entries to YAM and/or assist with YAM activities.
  - Network car-pooling opportunities for area art educators to travel to NATA Conferences.
- K. Serve on the NATA Fall Conference Planning Team when hosted in their region. (Omaha, Lincoln, Central Nebraska, or Panhandle.)
- L. Contribute—or solicit the contribution—of an article for one of the three issues of the *NATA Perspective*.
- M. Assist in soliciting nominations for NATA Art Educator Awards by the end of January each year.
- N. Contribute an item(s) for the silent auction fundraiser during Fall Conference.

### **Eligibility:**

- The Educational Service Unit Representative will spend at least 51% of their time as an art educator in their school district.
- The ESU Rep's school district will be a member of their regional Educational Service Unit.
- The ESU Rep must maintain current membership in NATA/NAEA.