

# NYSATA Region 7 Leadership Job Descriptions 1

## **Region Co-chair (s)**

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Attend quarterly R7 Leadership meetings

Organize and convene quarterly meetings of officers and county co-coordinators

Attend quarterly NYSATA Board of Trustees meetings

BOT meetings which include all Regional Chairs and NYSATA Executive board; usually held in suburb of Albany in September, November (annual convention), March and June.

Submit reports to BOT

Carry information back to Region on policy, procedure and initiatives.

Attend NYSATA Annual Conference

Attend NAEA Annual Conference

Communicate with the NYSATA newsletter editor

Submit regional events and dates to NYSATA newsletter editor

Write editorials for Region 7 newsletter and maintain communication with newsletter editor.

Encourage the strengthening and spread of NYSATA membership

## **Treasurer**

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Attend quarterly R7 Leadership meetings

To maintain communication with newsletter editor.

Keep financial records for all activities of R7, including bank checking account

Report financial activity at R7 Leadership meetings

Write checks to pay bills, reimburse people as needed, etc.

Balance checking account

Send monthly reports to NYSATA state level accountant (and any other requested forms/info)

Keep record of motions and resulting votes taken at R7 BOT meetings and advise accordingly when such votes affect financial decisions.

Attend R7 BOT meetings

Not required but highly suggested: participate in R7 and state level activities and initiatives.

## **Region Secretary**

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Attend quarterly R7 Leadership meetings

To maintain communication with newsletter editor.

Take minutes at all Leadership meetings

Submit minutes to Region 7 chair for distribution

Sometimes fill in as representative at quarterly BOT meetings

# NYSATA Region 7 Leadership Job Descriptions 2

## Region 7 Awards Chair

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- Attend quarterly R7 Leadership meetings
- To maintain communication with newsletter editor.
- Collect nominations for awards (see Awards timeline/descriptions)
  - Region 7 Art Educator of the Year (eligible for NYSATA State Art Educator of the Year)
  - Region 7 Outstanding Teacher of the Year
  - Most Promising Art Educator in Region 7
- Submit appropriate paperwork for Regional Awards to NYSATA Awards Committee
- Write letters notifying winners of Regional Awards
- Encourage promotion and growth of regions award program
- Assemble an Awards committee (when needed to choose a winner).

## Membership Co-Chairs

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- Membership Chair: art teacher database
  - Attend quarterly R7 Leadership meetings
  - Maintains database from New York State Education Department BEDS listing of art teachers that includes all Region 7 art teachers.
  - Compile Excel database for mailing purposes.
    - Annual mailing soliciting membership (letter or Fall R7 newsletter)
- Membership Chair: NYSATA R7 membership database
  - Attend quarterly R7 Leadership meetings
  - Attend the annual NYSAYA conference
  - Maintains database received from NYSATA of art teachers that includes all Region 7 art teacher members and past members.
  - Compile Excel and email database for communication purposes (newsletters and announcements)
    - Forward to county coordinators county roster
    - Forward to R7 newsletter editor

## County Coordinators

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- Attend quarterly R7 Leadership meetings.
- Attend the annual NYSAYA conference
- To maintain communication with newsletter editor.
- To promote NYSATA membership and activities in their county.
- Obtain and maintain email list of county members for Art Teacher's Let Loose.
  - Send regular emails about NYSATA R7 events and annual conference reminder
- Annual local in-service workshops and student show with NYSATA R7 support
- Arrange "Art Teachers Let Loose" events
  - Art Teacher's Let Loose. A gathering of two or more pre- or in-service art-teaching professionals for the purpose of collegial interaction, beverage consumption, empathizing and sympathizing. Characterized by the free exchange of ideas, classroom management strategies and pedagogical philosophy. Often used to promote solidarity among the participants, particularly after a difficult week of instruction, meetings and paper processing.*

# NYSATA Region 7 Leadership Job Descriptions 3

## Portfolio Coordinators

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- Attend quarterly R7 Leadership meetings.
- Attend the annual NYSATA conference
- To maintain communication with newsletter editor.
- Organize and facilitate NYSATA portfolio adjudication for their area or region
  - Secure adjudication site and date
  - Inform leadership and newsletter editor of site and date, along with publicity information.
  - Inform art faculty and administration from surrounding district of opportunity to participate
  - Arrange, publicize and facilitate training for adjudicators
  - Secure adjudicators for their site
  - Organize received entries to assigned coordinators and keep forms secure
  - Inform art faculties of student adjudication time
  - Secure refreshments for the day
  - Post signage for the day
  - Provide “thanks you’s” for the adjudicators
  - Provide signage for the day
  - Provide certificates to students, adjudicators and in-service information
  - Follow up correspondence to host, host administration, teachers and teacher administration.

## Communications

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### Web Designer

- Non-professional webmaster, created in Wordpress, updated monthly or as necessary.
- Maintain annual renewal of [www.nysata-7.org](http://www.nysata-7.org) url.
- Maintain web site calendar, announcement pages, newsletter link as necessary
  - Individual county pages
  - Current officers
  - Student/activity showcase

### Region 7 / SUNY New Paltz Art Teacher’s Symposium coordinator

- Liaise with SUNY New Paltz Art Education department for planning
- Arrange planning meetings