

Duties of the officers of CAEA. Responsibilities include, but are not limited to:

President:

- As Chair, shall plan and arrange for all business of the organization to be conducted at meetings of the Executive Committee, State Council, and special meetings.
- Shall ensure that the obligations and responsibilities of the Executive Board, as outlined in the Constitution and Bylaws, are met.
- Shall work directly with the Advocacy organizations to promote excellence in art education in California.
- Shall be one of the delegates to the NAEA Delegates Assembly.
- Shall succeed to Immediate Past President on the completion of his/her/their term of office.
- Shall outline a plan of action for the current year in the first year of his/her/their term.
- Shall prepare a "State of the Association" report of the preceding year in the second year of his/her/their term in the Conference.
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

President-elect:

- Shall act as liaison for Standing and Ad Hoc Committees, communicating with the committee chairs and providing for their representation at meetings whenever deemed necessary and/or beneficial.
- Shall succeed to the office of President upon completion of his/her term as President-Elect.
- Shall assume the duties of Chair in the absence of the President.
- Shall be one of the delegates to the NAEA Delegates Assembly.
- Shall serve as Chair of the Finance Committee during his/her/their first year in office to prepare for the budget of his/her second year in office.
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

Treasurer:

- Shall act as financial advisor of the Association.
- Shall ensure an accurate record of incoming and outgoing funds.
- Shall work with paid financial services personnel to prepare and submit financial reports to the Executive Committee and State Council at official meetings and as the President may direct.
- Shall serve as Chair of the Budget Ad Hoc Committee and work with other committees and individuals as needed.
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

Secretary:

- Shall organize meetings and build communication among Council members
- Shall prepare meeting materials and calendar meeting
- Shall record minutes and maintaining documentation for 4-6 Executive/Council meetings
- Shall collaborate with Executive Secretary on update digital archive during their term
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

Area Director:

- Shall actively promote, lead, and participate in CAEA Programs such as:
 - Membership Development
 - Youth Art Month
 - State Conference
- Shall serve as a voting member of the State Council-at-Large.
- Shall attend all meetings of the Executive Board and State Council-at-Large.

- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

Area Associate Director:

- Shall increase awareness within their Area by promoting the importance of visual arts education and its integral development of children.
- Shall develop strategies to assist CAEA members to promote visual arts education in their region.
- Shall organize, facilitate, and promote the opportunities for professional development activities within their region.
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year

Events Chair:

- Shall oversee planning and initiatives within the organization
- Shall directly oversee the coordination of the annual state conference in collaboration with the State Council.
- Shall work directly with contracted staff to ensure excellence in events planning.
- Shall function as liaison to institutional collaborations.
- Shall take on necessary administrative duties related to event management for the annual conference.
- Time commitment: 4-8 meetings a year