



VISUAL ARTS & DESIGN  
EDUCATORS ASSOCIATION

**VADEA NSW**

**Position Descriptions 2019-2020**

Executive structure	Co-President Professional Learning	Co-President Membership, Advocacy and Special Projects
	Treasurer & Secretary	
	<ul style="list-style-type: none"> <li>• Director of Professional Learning;</li> <li>• Executive Member Metropolitan Focus;</li> <li>• Executive Member Regional Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Membership Services;</li> <li>• Director of Communications;</li> <li>• Executive Member State and National Focus</li> </ul>
Project Officers	<ul style="list-style-type: none"> <li>• K-6 Professional Learning Project Officer</li> <li>• Accreditation Project Officer</li> <li>• Professional Learning Grants Project Officer</li> <li>• Professional Learning Regional Project Officer</li> <li>• Professional Learning Metropolitan Project Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Website Project Officer</li> <li>• Design Project Officer</li> <li>• Special Events Project Officer</li> <li>• Curriculum Research Project Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Research and Resource Development Project Officer</li> <li>• Mentoring/Early Career Support Project Officer</li> </ul>	

Executive Positions	
<b>Co-President - Professional Learning</b>	<ul style="list-style-type: none"> <li>• provides leadership and coordination of other executive members and project officers in strategic planning for the professional learning opportunities of Visual Arts and Design teachers from K-12 in Regional and Metropolitan areas.</li> <li>• works with the Co-President Membership, Advocacy and Special Projects to develop policy and directions the association will pursue and coordinates the public profile of the association (e.g. website, social media)</li> <li>• has a strategic role with the annual conference organization in selection of themes, key ideas, program, artist presentations, keynotes, workshops/papers/presentations and venue</li> <li>• coordinates the development of conference keynote education resources</li> <li>• coordinates the Professional Learning Grants program</li> <li>• coordinates accreditation of professional learning programs with the Director of Professional Learning, Executive Member Metropolitan Focus, Executive Member Regional Focus</li> <li>• is supported by the Administration Officer, Director of Professional Learning, Executive Member Metropolitan Focus, Executive Member Regional Focus, K-6 Professional Learning Project Officer, Professional Learning Regional Project Officer, Professional Learning Metropolitan Project Officer, Accreditation Project Officer, Professional Learning Grants Project Officer, Research and Resource Development Project Officer and Mentoring/Early Career Support Project Officer</li> <li>• assists VADEA Connect professional networking opportunities</li> <li>• coordinates resource development and publishing on the VADEA Website</li> </ul>
<b>Co-President- Membership, Advocacy and Special Projects</b>	<ul style="list-style-type: none"> <li>• provides leadership and coordination of other executive members and project officers in the growth of the association for Visual Arts and Design teachers.</li> <li>• works with the Co-President Professional Learning to develop policy and directions the association will pursue and coordinates the public profile of the association (e.g. website, social media)</li> <li>• communicates with the membership and the visual arts education community to provide advocacy for the profession in a variety of contexts</li> <li>• has a strategic role with the annual conference organization in selection of themes, key ideas, program, artist presentations, keynotes, workshops/papers/presentations and venue</li> <li>• coordinates VADEA Connect professional networking opportunities</li> <li>• is supported by the Administration Officer, Director of Communications, Director of Membership Services, Director of Communications, Executive Member State and National Focus, Website Project Officer, Design Project Officer, Special Events Project Officer, Curriculum Research Project Officer, Mentoring/Early Career Support Project Officer, Research and Resource Development Project Officer</li> <li>• coordinates resource development and publishing on the VADEA Website</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• provides ongoing financial advice for the association to the executive</li> <li>• manages accounting software and financial records of the association's transactions with its members and external companies and organisations.</li> <li>• works in conjunction with the Administration Officer</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• supports the executive in recording, maintaining and safekeeping of all relevant documents and correspondence relating to the association</li> <li>• works in conjunction with the Co-President Professional Learning and Co-President Membership, Advocacy and Special Projects</li> <li>• is responsible for minute-taking, record keeping and maintaining an archive of meetings</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Director of Professional Learning</b>	<ul style="list-style-type: none"> <li>• provides leadership by working with the Co-President Professional Learning, Executive Member Metropolitan Focus, Executive Member Regional Focus, K-6 Professional Learning Project Officer, Professional Learning Regional Project Officer, Professional Learning Metropolitan Project Officer and Accreditation Project Officer, Research and Resource Development Project Officer and Mentoring/Early Career Support Project Officer to assist in coordinating professional learning activities for K-12, professional learning grants, mentoring of early career teachers and accreditation of events</li> <li>• has a key role in the annual conference in conjunction with the Co-President Professional Learning and Co-President Membership, Advocacy and Special Projects in selection of themes, key ideas, program, artist presentations, keynotes and workshops/ papers/ presentations</li> <li>• assists with the development of conference keynote education resources</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Director of Communications</b>	<ul style="list-style-type: none"> <li>• provides leadership by working with the Co-President Membership, Advocacy and Special Projects, Website Project Officer, Design Project Officer, Curriculum Research Project Officer and Special Events Project Officer to coordinate the public profile of the association</li> <li>• assists with VADEA Connect professional networking opportunities</li> <li>• coordinates website management, social media, design for web and event promotions</li> <li>• has a key role in the design of the annual conference marketing material, program and resource design</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Director of Membership Services</b>	<ul style="list-style-type: none"> <li>• provides leadership by working with the Co-President Membership, Advocacy and Special Projects to coordinate membership renewal and recruitment of new members</li> <li>• advocates for a range of member's interests</li> <li>• works in conjunction with the Administration Officer</li> <li>• coordinates the registration strategy for the annual conference in conjunction with the VADEA Administration Officer and Co-President Membership, Advocacy and Special Projects</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Executive Member 1 – Regional Focus</b>	<ul style="list-style-type: none"> <li>• focuses on Regional Professional Learning opportunities and event coordination in regional areas</li> <li>• works with the Co-President of Professional Learning, the Director of Professional Learning, Executive Member Metropolitan Focus, Professional Learning Regional Project Officer, Mentoring/Early Career Support Project Officer, Accreditation Project Officer and Special Events Project Officer</li> <li>• assists with the organisation of VADEA Connect professional networking opportunities in regional areas</li> <li>• responsible for the accreditation of professional learning in regional and remote areas in conjunction with the Accreditation Officer</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
<b>Executive Member 2 – Metropolitan Focus</b>	<ul style="list-style-type: none"> <li>• focuses on Metropolitan Professional Learning opportunities and event coordination in the metropolitan area.</li> <li>• works with the Co-President of Professional Learning, the Director of Professional Learning, Executive Member Regional Focus, Professional Learning Metropolitan Project Officer, Mentoring/Early Career Support Project Officer, Accreditation Project Officer and Special Events Project Officer</li> <li>• assists with the organisation of VADEA Connect professional networking opportunities in metropolitan areas</li> <li>• responsible for the accreditation of professional learning in metropolitan areas in conjunction with Accreditation Officer</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>

<b>Executive Member 3 - State and National Focus</b>	<ul style="list-style-type: none"> <li>• focuses on current state and national issues and special projects</li> <li>• works with the Co-President of Membership, Advocacy and Special Projects, Co-President Professional Learning, Mentoring/Early Career Support Project Officer and the Curriculum Research Project Officer with policy developments</li> <li>• assists with the organisation of VADEA Connect professional networking opportunities in regional and/or metropolitan areas</li> <li>• contributes to resource development and publishing on the VADEA Website</li> </ul>
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<b>Project Officer Positions</b>	
<b>K-6 Professional Learning Project Officer</b>	<ul style="list-style-type: none"> <li>• provides support for K-6 teachers in Visual Arts</li> <li>• works in conjunction with the Co-President Professional Learning, Director of Professional Learning, Executive Member for Regional Professional Learning, Executive Member for Metropolitan Professional Learning, Professional Learning Regional Project Officer, Professional Learning Metropolitan Project Officer, Mentoring/Early Career Support Project Officer, Accreditation Project Officer and Special Events Project Officer</li> <li>• encourages K-6 participation and develops relevant professional learning opportunities and resources for K-6 Visual Arts educators.</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>
<b>Accreditation Project Officer</b>	<ul style="list-style-type: none"> <li>• manages the NESA accreditation for VADEA NSW professional learning programs, special projects, and the VADEA NSW Annual Conference</li> <li>• works with the Co-President Professional Learning and members of the Executive in the coordination of high-quality teacher professional learning that promotes professional knowledge and practice</li> <li>• liaises with the PTC to support teachers towards maintaining Proficient, Highly Accomplished or Lead Teacher Accreditation in NSW, addressing the Standard Descriptors from the Australian Professional Standards for Teachers</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>
<b>Professional Learning Grants Project Officer</b>	<ul style="list-style-type: none"> <li>• manages the organisation of the VADEA Professional Learning Grant application process guidelines and supporting information.</li> <li>• point of contact for enquiries relating to grants, supported by the Administration officer</li> <li>• liaises with the Co-President Professional Learning, Director of Professional Learning and Administration Officer</li> <li>• actively promotes the grants program through email, website and social media</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>
<b>Special Events Project Officer</b>	<ul style="list-style-type: none"> <li>• is responsible for creating and maintaining a VADEA professional learning and events calendar (e.g. VADEA Connect), working with Director of Professional Learning and Executive Members – Regional Focus and Metropolitan Focus, supported by Administration Officer</li> <li>• works with the Co-President Professional Learning and the Co-President of Membership, Advocacy and Special Projects to deliver a relevant, contemporary and challenging conference program</li> <li>• liaises with Director of Communications to to advertise on social media platforms</li> <li>• may assist Regional and Metropolitan Professional Learning Officers</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>
<b>Professional Learning Regional Project Officer</b>	<ul style="list-style-type: none"> <li>• provides assistance in the planning and implementation of the professional development courses/programs and initiatives in conjunction with the Co-President Professional Learning, Director of Professional Learning and Executive Member Regional Focus</li> <li>• assists with building networks for visual arts teachers working in regional and remote areas (e.g. VADEA Connect)</li> <li>• collects and collates education resources from regional professional learning opportunities for publishing on the website</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>
<b>Professional Learning Metropolitan Project Officer</b>	<ul style="list-style-type: none"> <li>• provides assistance in the planning and implementation of the professional development courses/programs and initiatives in conjunction with the Co-President Professional Learning, Director of Professional Learning and Executive Member Metropolitan Focus</li> <li>• assists with building networks for visual arts teachers working in metropolitan areas (e.g. VADEA Connect)</li> <li>• collects and collates education resources from metropolitan professional learning opportunities for publishing on the website</li> <li>• contributes to an educational resource for the VADEA website</li> </ul>

<b>Website Project Officer</b>	<ul style="list-style-type: none"> <li>manages the visual profile, maintenance and organisation of content on VADEA website</li> <li>works with the Administration Officer, the Co-President of Membership, Advocacy and Special Projects, Director of Communications</li> <li>contributes to an educational resource for the VADEA website</li> </ul>
<b>Design Project Officer</b>	<ul style="list-style-type: none"> <li>oversees the visual marketing of VADEA NSW, both online and in print</li> <li>works with the Co-President of Membership, Advocacy and Special Projects, Director of Communications to design VADEA promotional material for events, social media and the Annual Conference</li> <li>contributes to an educational resource for the VADEA website</li> </ul>
<b>Mentoring / Early Career Support Project Officer</b>	<ul style="list-style-type: none"> <li>assists the Co-President Professional Learning, Co-President Membership, Advocacy and Special Projects, Director of Professional Learning, Executive Member Metropolitan Focus, Executive Member Regional Focus, Executive Member State or National Focus , Executive Member Regional Focus, K-6 Professional Learning Project Officer, Professional Learning Regional Project Officer, Professional Learning Metropolitan Project Officer Special Events Project Officer to liaise between pre-service teachers, early career teachers and the wider VADEA NSW membership</li> <li>provides networking and professional learning programs for pre-service teachers or early career teachers</li> <li>contributes to an educational resource for the VADEA website</li> </ul>
<b>Research and Resource Development Project Officer</b>	<ul style="list-style-type: none"> <li>works with the Co-President Professional Learning and Co-President Membership, Advocacy and Special Projects and executive to plan and develop research papers</li> <li>liaises with Website Project Officer to ensure resources are accessible for members</li> <li>collaborates with the executive to develop innovative educational research and education resources for the VADEA website</li> </ul>
<b>Curriculum Research Project Officer</b>	<ul style="list-style-type: none"> <li>undertakes research into contemporary state and national curriculum issues in Visual Arts Education</li> <li>works in conjunction with Co-President Membership, Advocacy and Special Projects and Co-President Professional Learning, Executive Member State and National Focus</li> <li>contributes to an educational resource for the VADEA website</li> </ul>

**Please note as per the VADEA NSW Constitution:**

- 3.2.3** All members of the Executive, except for the immediate previous Co-Presidents, are to be elected at the annual general meeting.
- 3.2.4** At the annual general meeting, up to two of the Office Bearers or Executive Members may nominate to be elected as Co-Presidents.
- 3.2.5** From time to time, the Executive may vary the number of titles of executive officers, providing that the maximum number on the Executive, including Executive Members, does not exceed 10.
- 3.2.6** The number of Executive Members to be elected to the Executive each year, up to a maximum of 3 (inclusive of the past Co-President), will be at the discretion of the Office Bearers who are elected to the Executive in that year.
- 3.2.7** Immediate previous Co-Presidents may have one year in a non-elected capacity on the Executive then may nominate to be elected as an Office Bearer or Executive Member in subsequent years.