



VADEA NSW Position Descriptions 2021-2022

Executive structure	Co-President Professional Learning	Co-President Advocacy, Special Projects and Membership
	Treasurer & Secretary	
	Director of Professional Learning Executive Member - Professional Learning (Metropolitan/Regional) Executive Member - Research and Resource Development	Director of Membership Services Director of Communications Executive Member - Advocacy, State and National Issues

Project Officers	K-6 Professional Learning Project Officer 7-12 Professional Learning Project Officer Early Career and Accreditation Project Officer Professional Learning and Research Grants Project Officer Research and Resource Development Project Officer Curriculum Advocacy Project Officer
Metropolitan /Regional	
Administration Officer - Elizabeth Montgomery	
Visual Arts and Design Education Advisory Group	

All VADEA Members from Metropolitan and Regional areas are encouraged to apply for Co-President, Executive and Project Officer Positions.

To be eligible VADEA Members must have been members for a minimum of 12 months

Executive Positions	
Co-President Professional Learning	<ul style="list-style-type: none"> ● 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 Metropolitan and Regional areas. ● works with the Co-President Advocacy, Special Projects and Membership to develop policy and directions the association will pursue and coordinates the public profile of the association (e.g. website, social media, policy developments, formal written responses, position papers and critical advice) ● has a strategic role with the annual conference organization in selection of themes, key ideas, program, artist presentations, keynotes, workshops/papers/presentations and venue ● coordinates the development of conference keynote education resources ● coordinates the Professional Learning and Research Grants program ● coordinates accreditation of professional learning programs with the Director of Professional Learning and Executive Member Professional Learning (Metropolitan & Regional) ● is supported by the Administration Officer, Director of Professional Learning, Executive Member Professional Learning (Metropolitan and Regional), Executive Member - Research and Resource Development and Project Officers ● assists with VADEA Connect professional networking opportunities ● coordinates resource development and publishing on the VADEA Website ● works with the Visual Arts and Design Education Advisory Group coordinated by Co-President Advocacy, Special Projects and Membership
Co-President Advocacy, Special Projects and Membership	<ul style="list-style-type: none"> ● provides leadership and coordination of other executive members and project officers in the advocacy of Visual Arts and Design education, with a focus on curriculum development and growth of the association for Visual Arts and Design teachers ● co-ordinates the Visual Arts and Design Education Advisory Group with key representatives and stakeholders, organises sub-committees and formal recommendations and responses ● 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, policy developments, formal written responses, position papers and critical advice) ● communicates with the membership and the visual arts education community to provide advocacy for the profession in a variety of contexts including Facebook ● has a strategic role with the annual conference organization in selection of themes, key ideas, program, artist presentations, keynotes, workshops/papers/presentations and venue ● coordinates VADEA Connect professional networking opportunities ● is supported by the Administration Officer, Director of Communications, Director of Membership Services, Executive Member State and National Issues and Project Officers ● works with Co-President Professional Learning on resource development and publishing on the VADEA Website

Treasurer	<ul style="list-style-type: none"> ● provides ongoing financial advice for the association to the executive ● manages accounting software and financial records of the association's transactions with its members and external companies and organisations. ● works in conjunction with the Administration Officer ● contributes to resource development and publishing on the VADEA Website
Secretary	<ul style="list-style-type: none"> ● supports the executive in recording, maintaining and safekeeping of all relevant documents and correspondence relating to the association ● works in conjunction with the Co-President Professional Learning and Co-President Advocacy, Special Projects and Membership ● is responsible for minute-taking (forwarded to Co-President Professional Learning and Co-President Advocacy, Special Projects and Membership within two weeks of meeting), record keeping and maintaining an archive of meetings. ● contributes to resource development and publishing on the VADEA Website
Director of Professional Learning	<ul style="list-style-type: none"> ● provides leadership by working with the Co-President Professional Learning, Executive Member - Professional Learning (Metropolitan/Regional), Executive Member - Research and Resource Development and Project Officers to develop professional learning activities for K-12, ● Coordinates professional learning and research grants, ● has a key role in the annual conference in conjunction with the Co-President Professional Learning and Co-President Advocacy, Special Projects and Membership in selection of themes, key ideas, program, artist presentations, keynotes and workshops/ papers/ presentations ● assists with the development of conference keynote education resources ● contributes to resource development and publishing on the VADEA Website
Director of Communications	<ul style="list-style-type: none"> ● provides leadership by working with the Co-President Advocacy, Special Projects and Membership and Co-President Professional Learning, Executive Member - Research and Resource Development and project officers to coordinate website management and design to develop the public profile of VADEA ● assists with promotion of VADEA special projects and events including VADEA Connect ● works with the Co-President Advocacy, Special Projects and Membership on social media platforms and website design ● has a key role in the design of the annual conference marketing material, program and resource design ● contributes to resource development and publishing on the VADEA Website
Director of Membership Services	<ul style="list-style-type: none"> ● provides leadership by working with the Co-President Advocacy, Special Projects and Membership to coordinate membership renewal and recruitment of new members ● advocates for a range of member's interests ● works in conjunction with the Administration Officer ● coordinates the registration strategy for the annual conference in conjunction with the VADEA Administration Officer and Co-President Advocacy, Special Projects and Membership ● contributes to resource development and publishing on the VADEA Website
Executive Member Professional Learning (Metropolitan & Regional)	<ul style="list-style-type: none"> ● works on Professional Learning opportunities and event coordination for metropolitan and regional areas with the Co-President of Professional Learning, the Director of Professional Learning, Executive Member-Professional Learning and Executive Member- Research and Resource Development and Project Officers ● assists with the organisation of VADEA Connect professional networking opportunities in metropolitan and regional areas

	<ul style="list-style-type: none"> ● is responsible for the accreditation of professional learning and events in conjunction with the Early Career and Accreditation Officer ● contributes to resource development and publishing on the VADEA Website
Executive Member - Research and Resource Development	<ul style="list-style-type: none"> ● works on the planning, development and publishing of innovative educational resources and research papers for the VADEA website with the Co-President Professional Learning, Co-President Advocacy, Special Projects and Membership , Director of Professional Learning and Project Officers ● collaborates with the co-presidents, executive and project officers to publish research and resources submitted by the executive and project officers ● collaborates with the Director of Communication to ensure resources and research on the website are accessible for members and the Director of Membership to establish opportunities to engage members through resource development ● contributes to resource development and publishing on the VADEA Website
Executive Member - Advocacy State and National Issues	<ul style="list-style-type: none"> ● works on current state and national issues, and special projects including syllabus development and curriculum reviews ● works with the Co-President of Advocacy, Special Projects and Membership, Co-President Professional Learning, Executive and project officers on policy developments, formal written responses, position papers and critical advice ● assists with the organisation of VADEA Connect professional networking opportunities in metropolitan and/or regional areas ● contributes to resource development and publishing on the VADEA Website

Project Officer Positions	
K-6 Professional Learning Project Officer	<ul style="list-style-type: none"> ● provides support for K-6 teachers in Visual Arts and K-6 Creative Arts Syllabus professional learning in conjunction with the Co-President Professional Learning, Director of Professional Learning, Executive Member for Professional Learning (Metropolitan/Regional) and project officers. ● Collates and submits digital copies of education resources from metropolitan and regional professional learning opportunities for publishing on the website ● encourages K-6 participation, membership and develops professional learning opportunities and resources for K-6 Visual Arts educators.(e.g. VADEA Connect, VADEA Inspire) ● contributes to an educational resource for the VADEA website
7-12 Professional Learning Project Officer	<ul style="list-style-type: none"> ● provides support for planning and implementation of professional development courses/programs and initiatives for 7-10 Visual Arts, Photographic and Digital Media, Visual Design Syllabuses and 11- 12 Visual Arts Syllabuses, in conjunction with the Co-President Professional Learning, Director of Professional Learning and Executive Member - Professional Learning (Metropolitan/Regional) ● assists with building VADEA networks for visual arts teachers working in metropolitan and regional areas (e.g. VADEA Connect, VADEA Inspire) ● collates and submits digital copies of education resources from metropolitan and regional professional learning opportunities for publishing on the website ● contributes to an educational resource for the VADEA website

<p>Early Career and Accreditation Project Officer</p>	<ul style="list-style-type: none"> ● manages the NESA accreditation for VADEA NSW professional learning programs K-12, special projects, and the VADEA NSW Annual Conference ● works with the Co-President Professional Learning and members of the Executive in the coordination of high-quality teacher professional learning that promote professional knowledge and practice, and opportunities to mentor and support early career teachers ● assists with networking and professional learning programs for pre-service teachers or early career teachers ● 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 ● contributes to an educational resource for the VADEA website
<p>Professional Learning and Research Grants Project Officer</p>	<ul style="list-style-type: none"> ● manages the organisation of the VADEA Professional Learning and Research Grant application process guidelines and supporting information ● point of contact for enquiries relating to grants, supported by the Administration Officer ● liaises with the Co-President Professional Learning, Director of Professional Learning and Administration Officer ● actively promotes the grants program through email, website and social media ● contributes to an educational resource for the VADEA website
<p>Research and Resource Development Project Officer</p>	<ul style="list-style-type: none"> ● works with the Co-President Professional Learning and Co-President Advocacy, Special Projects and Membership, Executive Member - Research and Resource Development and executive to plan and develop research papers and resources ● liaises with Director of Communication to ensure resources are accessible for members ● collaborates with the Executive Member- Research and Resource Development, Executive and project officers to develop innovative educational research and education resources for the VADEA website ● contributes to an educational resource for the VADEA website
<p>Curriculum Advocacy Project Officer</p>	<ul style="list-style-type: none"> ● undertakes research into contemporary state and national curriculum issues in Visual Arts Education ● works in conjunction with Co-President Advocacy, Special Projects and Membership and Executive Member Advocacy State and National Issues and project officers on policy developments, formal written responses, position papers and critical advice ● works with the Visual Arts and Design Educators Advisory Group and relevant sub-committees ● contributes to an educational resource for the VADEA website

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.