

Duties of the Officers

- A. **The President**, or his or her designee, will preside at all meetings, conduct the affairs of the organization, be responsible for sustaining the statewide programs, recommend all appointments upon the IAEA Board of Directors approval, be ex-officio member of all committees, have IAEA Board voting power, train and orient the President-Elect, present meeting agendas at all meetings, and consistently inform, work with, and attend meetings of the National Art Education Association as liaison officer representing Idaho art educators, and be responsible, along with the rest of the board, for the planning and implementation of the annual business meeting and conference.
- B. **The President-Elect** will assist the President in sustaining the statewide program, perform all the duties of the President in his or her absence, serve as ex-officio member of all committees, have IAEA Board voting power, and will assume the position of President for the next election cycle.
- C. **The Past President** will assist as advisor to the Executive Board and assume the duties of the President-Elect in the event of vacancy in that office; and assume other duties as determined by the President.
- D. **The Vice President** will assist the President in sustaining a statewide program and writing grants, perform all duties of the President in the event of the President's and President Elect's absence, have IAEA Executive Board voting power, and act as parliamentarian in Executive Committee and Board meetings using Robert's Rules of Order.
- E. **The Secretary** will perform the duties of Secretary to the IAEA Board of Directors, keep the minutes of all meetings, prepare/present typed minutes of previous meetings send out notices of meetings and other notices as required, maintain files on all official correspondence, work with the Treasurer to maintain an active file of the membership, and have IAEA Executive Board voting power.
- F. **The Treasurer** will collect/receive all dues and revenue, deposit the same in a bank in the name of the Idaho Art Education Association, actively seek additional funding for the Association, keep full and accurate accounts, present on-going and current financial statements monthly to the President and at all regular meetings, present a factual, audited report of the financial affairs of the IAEA to the annual meeting of the Association to comply with the State's requirement establishing this Association as a non-profit corporation, and have IAEA Board voting power. A copy of such report will be included in the minutes of the annual meeting.