



VISUAL ARTS & DESIGN
EDUCATORS ASSOCIATION

**Notice
of
Annual General Meeting
5.45pm
Tuesday June 21
2016
at
Trinity Grammar School
Terrace Room, First Floor 'F' Block
119 Prospect Rd, Summer Hill**

Time-line for nominations and voting

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| May 26 | Nominations for executive committee positions open. Outline of VADEA executive roles and a nomination form sent to members by email and posted on the VADEA website at vadea.org.au |
| June 10 10:00pm | Nominations close. To be accepted all nominations must be emailed to the returning officer at contact@vadea.org.au by 10:00pm on June 10 and submitted on the official nomination form. |
| June 13 | Nominees for roles on the 2016-17 VADEA Executive and voting forms posted on website and emailed to members on June 13. Email voting period opens. |
| June 20 4pm | Email voting submissions to contact@vadea.org.au close at 4:00pm June 20. Notice of proxy votes must be lodged with contact@vadea.org.au by 4:00pm on this date. |
| June 21 | AGM at 5:45pm. Members can vote at the meeting if they haven't already lodged a vote through the email. |
| June 22 | Results posted on website. |

***To be eligible to vote at the AGM you need to be a financial member for 2016 and you only vote once for each of the executive positions.*



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Nomination Form: VADEA Executive Committee 2016 - 2017

Nominee:

.....
First Name *Surname*

Position/s Nominated for *(please see pg. 2-4 for a brief description of executive positions)*

.....

Please attach a short 100 word statement identifying your suitability and interest in the nominated position. This will be made available to members prior to the AGM on the VADEA NSW website.

Nominated by:
First Name *Surname* *Signature*

Seconded by:
First Name *Surname* *Signature*

As the person nominated above I consent to the nomination:

VADEA Membership No:
Signature of nominee

Home address:
.....

Postcode: Phone: Mobile:

Email:

Name of School /institution:

Phone: Fax:

Email before 10pm Friday 10th June 2016 to:

The Returning Officer VADEA NSW

Email: contact@vadea.org.au Ph. 0431 316 107

(print form /fill-in / scan / send via email to address above)

Note: For the nomination to be valid the nominator, seconder and nominee must all be financial members of VADEA for 2016.



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VADEA NSW EXECUTIVE POSITIONS: Brief Role Description

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| <p>The Co-President - Professional Learning</p> | <p>The Co-President-Professional Learning provides leadership in strategic planning for the professional learning opportunities of Visual Arts and Design teachers. The Co-President also works in tandem with the other Co President to develop policy, decide the directions and activities the association will pursue.</p> |
| <p>The Co-President-Membership, Advocacy and Support</p> | <p>The Co-President provides leadership and coordination of the team and other Executive members directly concerned with the growing of the association, communication in many forms with the membership and community and advocacy for the profession in a variety of arenas.</p> |
| <p>The Treasurer</p> | <p>The Treasurer provides ongoing advice about the state of financial affairs in VADEA to the executive and manages the ongoing financial records of the association's dealings with its members and external companies and organisations.</p> |
| <p>The Secretary</p> | <p>The VADEA Secretary supports the VADEA Executive in recording, maintaining and safekeeping all relevant documents relating to VADEA and Executive sub-committee correspondence. The VADEA Secretary manages the Administration Assistant role and may perform such tasks as minute-taking, compiling contact lists and emailing members.</p> |
| <p>The Director of Professional Learning</p> | <p>The Director of Professional Learning will provide leadership by working closely with the Co-President Professional Learning and coordinating professional learning activities for K-12, grants and mentoring opportunities and accreditation of events. The Director of Professional Learning will have a strategic role with the Annual Conference organisation.</p> <p>This position is actively supported through the work of the K-6 Professional Learning Project Officer, the Accreditation Project Officer, the Mentoring / Grants Project Officer and the Conference /Events Project Officer.</p> |
| <p>Director of Communications</p> | <p>The Director of Communications will provide leadership by working closely with the Co-Presidents and coordinating the public profile of VADEA by assisting with website management, design for web and event promotions and assist in the public relations role to reach out to the wider community. The Director of Communications will also assist with sponsorship and promotions throughout the year.</p> <p>This position is actively supported through the work of: the Promotions and Sponsorship Project Officer, the Website Project Officer, the Design Project Officer, and the Public Relations Project Officer.</p> |
| <p>The Director of Membership Services</p> | <p>The Director of Membership Services will provide leadership by working closely with the Co-President Membership, Advocacy and Special Projects co-ordinating the renewal of membership and the recruitment of new members, the registration strategy for the Annual conference and advocating for a range of member's interests. This will be managed in conjunction with the Assistant Membership Project Officer and VADEA's Administration Assistant. The role will require a working relationship with the Professional Teachers Council (PTC).</p> |
| <p>Executive Member 1</p> | <p>An opportunity to work with a focus on presenting Regional Professional Learning opportunities and event coordination in regional areas. This active position works closely with the Co-President of Professional Learning and will be supported by the Director of Professional Learning and Professional Development Regional Project Officer.</p> |

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| Executive Member 2 | An opportunity to work with a focus on Metropolitan Professional Learning opportunities and event coordination in the metropolitan area. This active position works closely with the Co-President of Professional Learning and will be supported by the Director of Professional Learning and Professional Development Metropolitan Project Officer. |
| Executive Member 3 | An opportunity to work with a focus on current State or National issues and Special Projects and to work closely with the Co-President of Membership, Advocacy and Special Projects assisting with related policy development and represent VADEA's views with other organizations and stakeholders. This role will be supported by the Resources, Research & Publications Project Officer. |

Project Officer positions to be filled at AGM

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| K-6 Professional Learning Project Officer | The K-6 officer promotes quality visual art education and provides support in visual art for K-6 teachers and student teachers, encourages K-6 participation and develops relevant professional development opportunities and resources for K-6 visual arts educators. |
| Accreditation Project Officer | The Teacher Accreditation Officer manages the BOSTES accreditation for VADEA NSW workshops, special projects, and the VADEA NSW Annual Conference. The officer works closely with members of the VADEA NSW Executive in the coordination of high quality teacher training events that promote professional knowledge, practice and commitment. |
| Mentoring and Grants Project Officer | <p>The Mentoring Project Officer is responsible for liaising between pre-service teachers and the wider VADEA NSW membership and executive to promote networking, design education orientated programs to meet the interests of pre-service teachers and provide opportunity for professional interaction.</p> <p>The position also coordinates the VADEA Grant application scheme and other scholarship or award schemes sponsored or supported by VADEA NSW to advance professional practice.</p> |
| Conference / Events Project Officer | The Conference Organiser Officer works in tandem with the Co-Presidents to design and develop a relevant, contemporary and challenging conference program. The Project Officer is responsible for the management of the Annual Conference Planning Committee, disseminating tasks for the smooth running and of the Annual Conference and evaluating the event. Tasks may include booking venues, interviewing and organising presenters/ key note speakers and managing catering. The Officer may also advise the Professional Learning Officers for Regional and Metropolitan professional learning on specific events from time to time. |
| Professional Development Regional Project Officer | The Professional Development Regional Project Officer provides leadership in the planning and implementation of the professional development courses/programs and initiatives under the auspices of the Executive Member for Regional Professional Learning and assisting the Co-President Professional Learning. They are a contact point for support and advice on curriculum issues and help with building networks for visual arts teachers working in remote areas. Throughout the year they may be called upon to facilitate a number of professional development opportunities held in regional areas. |
| Professional Development Metropolitan Project Officer | The Professional Development Metropolitan Project Officer provides leadership in the planning and implementation of the professional development courses/programs and initiatives under the auspices of the Executive Member for Metropolitan Professional Learning and assisting the Co President Professional Learning. They are a contact point for support and advice on curriculum issues and help with building networks for visual arts teachers working in metropolitan areas. Throughout the year they may be called upon to facilitate a number of professional development opportunities held in metropolitan areas. |
| Promotions and Sponsors Project Officer | The Promotions and Sponsorship Officer contacts relevant funding bodies and partners to build strong relationships that support the intentions of VADEA NSW. The officer ensures accurate and accountable measures are taken to promote a professional working relationship with VADEA. They will work closely with the Director of Communications. |

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| Website Project Officer | The Website Project Officer manages the online profile of the Visual Arts and Design Educators Association. The Officer is responsible for the publication of online information on the official website, Newsletter and related social media. This includes the maintenance of information in the <i>Newsletter</i> and the access and content for VADEA NSW members on the <i>Members Resources</i> page. This position works closely with the Administration Assistant and the Director of Communications. |
| Design Project Officer | The Design Project Officer manages the visual identity of VADEA NSW, both online and in the print form. They will be called upon to design promotional material in line with VADEA NSWs brand and must have a strong understanding of digital design programs, such as Photoshop, InDesign and Illustrator. This position works closely with the Director of Communications. |
| Public Relations Project Officer | The Public Relations Project Officer works as a liaison between the VADEA NSW executive and outside parties to the benefit of the VADEA NSW membership. They will be called upon to manage the communication and relationships between institutions, associations and or artists and Galleries in the planning and implementation of professional development activities or programs designed for the mutual benefit of the stakeholders involved. This position will work closely with the Director of Communications. |
| Assistant Membership Project Officer | The Assistant Membership Project Officer will assist the Director of Membership Services to maintain a range of accurate, up to date data bases, and contact lists to promote membership and respond to membership inquiries. They will assist in editing and designing membership documents and promotional material. The role will require a working relationship with VADEA's Administrative Assistant to share data and develop appropriate shared procedures and processes. |
| Resources, Research and Publications Project Officer | The Resources, Research and Publications Project Officer undertakes research into contemporary issues in NSW Visual Arts Education (including State and National issues). The officer also works with the VADEA NSW executive to plan and develop research papers, proposals and media releases to disseminate to VADEA NSW members. The officer also collaborates with the VADEA NSW executive to design innovative educational programs and education kits informed by content available in the member's resources area on the 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 and titles of executive offices, 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.

VADEA EXECUTIVE STRUCTURE

| Co-Presidents (on the Executive) | Members of the Executive (Including non-elected past Co-President(s).) | Project Officers (The Executive can add to these Project Officers on a needs basis) |
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| <p style="text-align: center;">Co-President Professional Learning</p> | <p style="text-align: center;">Director of Professional Learning</p> | <p style="text-align: center;">K-6 Professional Learning Project Officer</p> |
| | <p style="text-align: center;">Accreditation Project Officer</p> | <p style="text-align: center;">Mentoring / Grants Project Officer</p> |
| | <p style="text-align: center;">Executive Member (role negotiated –focus on Regional)</p> | <p style="text-align: center;">Conference/ Events Project Officer</p> |
| | <p style="text-align: center;">Executive Member (role negotiated - focus on metropolitan)</p> | <p style="text-align: center;">Professional Development Regional Project Officer</p> |
| | | <p style="text-align: center;">Professional Development Metropolitan Project Officer</p> |
| | <p>Treasurer</p> | |
| | <p>Secretary</p> | |
| <p style="text-align: center;">Co-President Membership, Advocacy and Special Projects</p> | <p>Director of Communications</p> | <p>Promotions & Sponsorship Project Officer</p> |
| | <p>Director of Membership Services</p> | <p>Website Project Officer Design Project Officer Public Relations Project Officer</p> |
| | <p>Executive Member (role negotiated - focus on State/ National Issues)</p> | <p>Assistant Membership Project Officer</p> |
| | | <p>Resources, Research, & Publications Project Officer</p> |