



VISUAL ARTS & DESIGN
EDUCATORS ASSOCIATION

Notice Of

Annual General Meeting

Tuesday, 19 June 2018
5:45pm

at

Santa Sabina College
90 The Boulevard, Strathfield

Time-line for nominations and voting

28 May	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 .
4 June 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 4 June and submitted on the official nomination form.
7 June	Nominees for roles on the 2018-19 VADEA Executive and voting forms posted on website and emailed to members on 7 June. Email voting period opens.
14 June 4:00pm	Email voting submissions to contact@vadea.org.au close 4:00pm on 14 June. Notice of proxy votes must be lodged by 4:00pm on this date.
19 June	AGM at 5:45pm. Members can vote at the meeting if they haven't already lodged a vote through email.
20 June	Results posted on website.

*** To be eligible to vote at the AGM you need to be a financial member for 2018.
You only vote once for each of the executive positions.*

VADEA NSW

EXECUTIVE POSITIONS

Brief Role Description

The Co-President -Professional Learning	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 K-12 activities the association will pursue. The Co-President Professional Learning will have a strategic role with the Annual Conference organization, Regional and Metropolitan professional learning.
The Co-President- Membership, Advocacy and Special Projects	The Co-President - Membership, Advocacy and Special Projects 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, community and advocacy for the profession in a variety of arenas.
The Treasurer	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 transactions with its members and external companies and organisations.
The Secretary	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 works with the Administration Assistant and may perform such tasks as minute-taking, record keeping, assisting in compiling contact lists and emailing members.
The Director of Professional Learning	The Director of Professional Learning will provide leadership by working closely with the Co-President Professional Learning and assist in coordinating professional learning activities for K-12, grants, mentoring of provisional teachers and accreditation of events. The Director of Professional Learning will have a key role with the Annual Conference organisation. This position is actively supported through the work of: the K-6 Professional Learning Project Officer, the Events Accreditation Project Officer, the Grants Project Officer, the Mentoring and Early Career Support Project Officer and the Conference /Events Project Officer.
Director of Communications	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. 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.
The Director of Membership Services	The Director of Membership Services will provide leadership by working closely with the Co-President Membership, Advocacy and Special Projects coordinating 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 VADEA Administration Assistant. The role will require developing a working relationship with the Professional Teachers Council (PTC).
Executive Member 1	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.
Executive Member 2	An opportunity to work with a focus on presenting 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.

VADEA NSW

PROJECT OFFICER POSITIONS

Brief Role Description

Project Officer Positions to be Filled at the AGM

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 learning opportunities and resources for K-6 visual arts educators.
Events Accreditation Project Officer	The Events Accreditation Officer manages the NESA accreditation for VADEA NSW professional learning programs, 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.
Grants Project Officer	The position coordinates the VADEA Grant application scheme and other scholarship or award schemes sponsored or supported by VADEA NSW to advance professional practice in Visual Arts and Design Education.
Conference / Events Project Officer	The Conference Organiser Officer works in tandem with the Co-Presidents to deliver a relevant, contemporary and challenging conference program. The Project Officer assists with the logistical 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, managing catering, coordinating signage and display and booking AV and IT support. The Officer may also assist the Professional Learning Officers for Regional and Metropolitan professional learning on specific event logistics from time to time.
Professional Development Regional Project Officer	The Professional Development Regional Project Officer provides assistance 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 regional and 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 assistance 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 and the Administration Assistant.
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 Newsletter and the access and content for VADEA NSW members on the Members Resources 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.
Mentoring Early Career Support Project Officer	The Mentoring and Early Career Support role assists the Director of Professional Learning and works with both the Professional Development Metropolitan and Regional Project Officers to liaise between pre- service teachers, early career teachers and the wider VADEA NSW membership and executive to promote networking, design education orientated programs and to meet the interests of pre-service teachers or newly employed teachers and provide opportunity for professional interaction and accreditation support.
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 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.



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Nomination Form VADEA Executive Position 2018/19

Nominee.....
First Name *Surname*

Position/s Nominated for (please see pages 2 – 4 for a brief description of executive positions)

Please attach a brief 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

Email.....**Phone**.....

Name of School/Institution

Phone.....

Email before 10:00pm on Monday, 4 June 2018 to
Email: contact@vadea.org.au
Note: For the nomination to be valid the nominator, seconder and nominee must all be financial members of VADEA for 2018.