

AREA GOVERNANCE

CAEA activities within major geographic and population areas of the state shall be administered by an Area Council of officers and representatives residing or employed in that Area. General policies and organization of Areas will follow the CAEA Constitution and Bylaws. Specific Area concerns not covered by CAEA Constitution and Bylaws will be determined by Area Councils.

ESTABLISHMENT OF AREAS

An Area shall be a major geographic section of the state. Members may petition the State Council, and a new area may be formed. Areas of population may align with areas that are most convenient and serve the best interest of those involved.

AREA OFFICERS

The Area officers of the California Art Education Association shall be President, President-elect, Past President, Secretary, and Treasurer.

AREA COUNCILS

The Area Councils shall be composed of Area officers and committee chairs and may include representatives of the elementary, middle/junior high, secondary, higher education, museum educator, and administrative/supervisor levels of art education or representatives for special professional groups as determined by Area Councils.

Area Councils carry out both statewide policy within their Areas and initiate Area activities to meet the needs of more local situations. Area Council meetings are usually held bi-monthly.

Area representative vacancies shall be filled by Area Council appointment for the remainder of the unexpired term.

CAEA AREA PRESIDENT

TWO-YEAR TERM

1. Develops meeting agendas, schedules, sites, and dates, and presides at Area Council meetings; also sends agenda in advance of scheduled meetings.
2. Presents a report at each scheduled State Council meeting.
3. Establishes a yearly meeting and events calendar.
4. Maintains policy in consultation with the Area and State Councils.
5. Maintains website content for the Area.
6. Attends meetings and events as invited or deemed necessary; appoints an alternate to attend meetings or events if unable to attend.
7. Communicates with area Youth Art Month Chairs and Professional Awards Chair for names of Ruth Jansen awardees.
8. Writes a "President's" article for publication in each issue of *The Painted Monkey*.
9. Promotes the association mission, purposes, and goals.

CAEA AREA PAST PRESIDENT

TWO-YEAR TERM

1. Attends Area Council meetings.
2. Serves on committees at the discretion of the President.
3. Serves as an advisor to the Area Council.
4. Assumes the duties of the President-elect in the event of a vacancy in the office until an election is held.
5. Attends meetings and events at the request of the President.
6. Carries out special duties as assigned by the President.
7. Serves as advisor to the Area President and Council to facilitate continuity in the program and administration of CAEA.

CAEA AREA PRESIDENT-ELECT

ELECTED TWO-YEAR TERM; SIX-YEAR COMMITMENT

1. Attends all scheduled Area Council meetings.
2. Presents a report at all Area Council meetings.
3. Attends State Council meetings as necessary.
4. Assists the President in carrying out special projects/the work of CAEA.
5. Assumes the duties of the Area President if the position is vacated or the Area President is absent.
6. Represents CAEA at events/meetings at the request of the President.
7. Supports the Area President with the Area article for each edition of *The Painted Monkey*.

CAEA AREA SECRETARY

ELECTED TWO-YEAR TERM

1. Attends Area Council meetings as scheduled.
2. Records and compiles minutes of all Area Council meetings.
3. Maintains a permanent file of all records.
4. Sends the minutes and the abbreviated minutes to the President for editing.
5. Sends the edited minutes to the council members prior to each area council meeting.
6. Sends the approved Abbreviated Minutes, which include officers and members present and motions made according to established deadlines, to *The Painted Monkey* editor.
7. Keeps a separate record of all motions made and seconded at Area Council meetings.
8. Keeps accurate, updated records of all Area Council members.
9. Carries out any special assignments for the Area President.
10. Chairs/serves on Area Council committees as assigned by the Area President.
11. Provides the Secretary-elect with a complete set of records within 45 days of the final meeting of the term of the current officers.

AREA TREASURER

ELECTED TWO-YEAR TERM

1. Attends all Area Council meetings
2. Creates and maintains the Area budget.
3. Reviews monthly statements and creates Treasurer reports.
4. Manages monies and writes checks for reimbursement.
5. Gathers and maintains all documentation of spending.
6. Sends monthly Area financial reports to CAEA accountant.