



Manitoba Association for Art Education

RE: MAAE ELECTIONS 2024

Note: All officers are elected and shall serve for one year. Officers shall take office after their election at the last annual general meeting and serve until succeeded; until the AGM held at MTS PD Day the following year.

If a position has no officer-elect at the AGM, the Executive position can remain open and any member of the MAAE Executive Committee may nominate a candidate at any point after the MAAE AGM. The candidate may be elected into the open position with a 2/3 majority vote at any monthly MAAE Executive meeting, provided that the Executive has two weeks notice in order to attend the meeting.

Below are the yearly elected positions which make up the MAAE Executive.

President:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Serves as executive officer of the Association and executes the will of the Executive
- Calls and chairs all Executive Board and General Meetings, including the AGM, and is responsible to prepare for and prepare the agenda for all Board, AGM and General Meetings
- Is one of the three primary signatories on the MAAE bank account along with the Treasurer and one other member of the Elected Executive
- Appoints special committees, and serve ex officio on all committees
- Presents a written annual report to the Association during the last business session of the annual meeting
- Notifies all Executive members of any meeting scheduled, not less than two weeks prior to the meeting

- Is empowered to take direct action in an emergency and be required to keep the Executive informed of all such action in progress
- Speaks on behalf of the organization, in consultation with the committee
- Performs other duties as directed by the Board

Vice-President:

- Attends all MAAE Executive Board Meetings
- Assumes the role of Membership Chair; manages new memberships and membership records
- Serves as executive officer of the Association in the absence of the President, and shall chair meetings or fulfill other duties in the event of the President's absence
- Assumes the role of President in a situation wherein the President is unable to continue their term
- Is prepared to assume the office of the Presidency at the end of the term of the incumbent President
- Takes on other duties as assigned by the President

Past President: (not an elected position; previous President, after an election, becomes Past President)

- Must be a Past President of the MAAE
- Attends MAAE Executive Board Meetings
- Assists the President and act as a resource person and historical advisor to the board
- Becomes chairperson of the Nominating Committee at the end of his/her term as President and serves until succeeded

Secretary:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Keeps the minutes of the Executive and General Meetings
- Has full privileges in discussion and voting

- Present the minute book to his/her successor upon the termination of his/her office
- Circulates the minutes of meetings to members in a like period, or as requested by the President

Treasurer:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Is one of the three primary signatories on the MAAE bank account along with the President and one other Table Chair
- Maintains good stewardship over the financial records on behalf of the organization, keeping the books and records balanced and in order
- Tracks finances in general ledger and is responsible for all banking:
 - manages revenue, deposits funds received (membership fees / SAGE fees / other deposits)
 - collects and tracks all itemized receipts and expense vouchers
 - pays bills / writes cheques (with 1 of 2 co-signatories)
 - Balances monthly bank statements and cheque-book
 - prepares, proposes and oversees the annual budget
- Prepare monthly summary financial reports for the Executive
- Prepare annual budgets and present to the Executive for approval
- Send complete and detailed year-end financial records to the auditor or accountant at the end of each fiscal year
- Communicates with MTS's accounting department when necessary
- Follow MTS policy at all times, maintaining an awareness of the potential impact of financial decisions, developing appropriate financial policies and procedures for accurate recordkeeping for the MAAE
- Keeps financial records and executive meeting minutes for the organization for at least 7 years
- Transfer everything to the new Treasurer when term is finished

MTS PD Day Co-Chairs (2 positions):

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive

- Prepares a conference budget for the Executive Committee
- Organizes and facilitates the MAAE Special Area Group of Educators Conference (Manitoba Teachers Society Professional Development Day) in adherence with the budget approved by the MAAE Executive Committee, including:
 - Arranging presenters (artist / teacher workshops)
 - Arranging workshop locations
 - Preparing the SAGE Brochure and Registration Website (information about workshop offerings) for MTS
 - Recruits and supervises volunteers to run MTS PD Day

Grants Chair:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Prepares information to advertise and inform the membership about available grants, and grants application requirements
- Chairs (and is a voting member of) the Grants Committee

Sage Council Rep:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Attends all SAGE Council Meetings at MTS
- Has voting rights to represent the MAAE

Fresh Paint / PD Co-ordinator: (*Art Time / Mini Workshops / Artsjunktion Liaison*)

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Prepares PD opportunities and sharing sessions for new teachers and recent grads
- Proposes and arranges PD sessions for teachers outside of MTS PD Day
- Attends workshops/assists workshop co-ordinator to run the workshop
- Organizes the yearly Grad Dinner (for new art education grads)
- Reports on workshops to MAAE executive

Promotions & Advocacy Chair:

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- Advocates and promotes art education through various means (web / social media / print media)
- Updates the MAAE Social Media (Instagram / Twitter / Facebook) with pertinent MAAE and art education news
- Distributes information as directed by the President, in following with anti-spam regulations and MTS guidelines

Rural Representative:

- Must be living & teaching outside of Winnipeg's city limits
- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- participates in MAAE committee meetings as a representative for all MAAE Members who are teaching outside of Winnipeg
- Arranges relevant PD sessions for rural members (this may be done remotely, or in rural areas)
- considers any concerns of the rural membership in discussions and in voting (e.g. accessibility, SAGE planning, out of town events, etc.)

CSEA Rep: *(MAAE's Representative on the Canadian Society for Education Through Art)*

- Attends all MAAE Executive Board Meetings
- Is a voting member of the MAAE executive
- attends CSEA meetings (whenever possible) / maintains contact with the CSEA
- reports back to the MAAE Executive monthly about CSEA news
- serves as a vote for the MAAE in any matters in which voting is appropriate.