

DUTIES OF WORLD COUNCILLORS AND EXECUTIVE OFFICERS

InSEA is a collegiate organisation and as far as possible does not operate as a hierarchy

These are general guidelines, specific duties are mutually agreed at the time of election or appointment

Officers, appointments, co-options and elected members are volunteers, no one receives payment.

Expenses will be paid to **Executive Officers** (on the production of receipts i.e. normal business practice).

Our [Organisational Structure](#) is circular in nature and emphasises collegiality and communication.

WORLD COUNCILLORS

- **WORLD COUNCIL MEETINGS**
 - Support the work of the World Council within the aims and limits of InSEA's Constitution and Rules.
 - Work with the other elected councillors in your Region (and regional Council if one exists) to produce a report for each World Council meeting
 - Attend the InSEA Congresses and meetings of the World Council and participate in the discussions.
 - Represent your region, which in turn means that you should be actively involved in affairs related to art education in your region. This information, as far as it is relevant, should be brought to the attention of the World Council.
 - Represent InSEA in your region by attending meetings and advocating and explaining the mission of InSEA.
 - Bring any problems or ideas for initiatives to the World Council (preferably through the Executive).
 - Be a good will ambassador for InSEA in your region and at Regional and World Congresses. Be ready to introduce and write reports on sessions. Help constituents find roommates, navigate travel, and provide advice and contacts as requested. Introduce foreigners and make them feel welcome.
 - Consider chairing an InSEA subcommittee.
 - Write a short annual report for the World Council. Reports should explain national activities and issues to be discussed at the World Council Meeting.
 - Bring proposals and ideas based on the needs and experiences in your region.

- **COMMUNICATION** (with region and world)
 - Consider writing reports or articles for the InSEA newsletter.
 - Encourage others in your region to write articles for the InSEA newsletter.
 - Encourage research article submissions to the InSEA journal.
 - Have informal meetings with regional members at regional and world congresses.
 - Encourage regional congresses in your region.
 - Identify affiliates in your region and give this list to the executive.
 - Create, maintain, and nurture relationships with *affiliates* in your region.
 - Provide links on InSEA website for professional resources.

- Encourage new art education projects in your region: send an outline of the activity to the InSEA Executive and consideration will be given to InSEA endorsing the project.
- **MEMBERSHIP in the REGION**
 - Assist treasurer in sending out membership renewals and membership cards for members in your region.
 - Assist the treasurer with regional treasury responsibilities if called upon.
 - Assist Journal editor and treasurer in sending out journals in your region.
 - Encourage membership in InSEA (discuss strategies with other representatives from your region).
 - Regional representatives will partner with one another to determine which countries they will each work with to increase InSEA membership and encourage art education activities.
- **BOARDS**
 - Be prepared to serve on one of InSEA's boards, if needed:
 - [Research & Praxis Board](#)
 - [Advocacy & Networking Board](#)
 - [Publications Board](#)
- **WORKING GROUPS & COMMITTEES**
 - Be prepared to serve on one of InSEA's working groups or committees, if needed:
 - Marketing, Social Media & Protocols
 - Membership
 - Banking & Finance
 - Elections & Appointments

EXECUTIVE OFFICERS

InSEA Executive Board

President

Oversight of strategic planning

Chair: General Assembly, World Council, Executive Board

Chair and lead: One of the three Boards of Council (currently Publications)

Reports to General Assembly

Vice President (two posts)

Deputise for President as necessary

Chair and lead: One of the three Boards of Council

Other duties by mutual agreement with President

Reports to General Assembly

Secretary

All correspondence and record-keeping

Oversight of Congress matters; main contact for Congress organising or planning committees

Other duties by mutual agreement with President

Reports to General Assembly

Treasurer

All fiscal matters and record-keeping

Oversight of membership matters

Other duties by mutual agreement with President

Reports to General Assembly

Past President

Mentoring role to the new president

InSEA representative to WAAE

REGIONAL COUNCIL OFFICERS (Asia & Europe)

Each [Regional Council](#) has three elected officers (Chair, Secretary and Treasurer).

The elected officers are responsible for ensuring that Regional Councils:

Work in collaboration with the [Elected World Councillors](#) on learning, teaching, research and practice of education through art across the region

Act on behalf of InSEA to support international activity and networking across all the countries in the region

Support collaboration among national art education organisations and other InSEA member organisations or affiliates throughout the region

Regional Council Chair is an ex-officio member of the World Council