

EIN # 316025986

What to do:

- Within the first three weeks of fall quarter, it is essential to do the following:
 - Elect officers
 - Co-president; attend faculty meetings
 - Co-president; attend undergrad licensure committee meetings
 - Treasurer; take membership dues, handle checks
 - Secretary; record minutes of each meeting and share them with missing members
 - Collect dues for OSU undergraduate student chapter of NAEA (10\$ per student per year)
 - Register the chapter with the Ohio Student Union (this is able to be done online at-
http://www.ohiounion.com/studentorgs/forms/so_reg_2003_form.asp)
 - Collect dues for the National Membership, fill out chapter renewal form, and mail all these things to NAEA Reston together. Things have gotten lost in the past so do this via certified mail and keep tabs on the progress with Kay @ext. 220 (703.860.8000). You should receive a membership card and ID#, newsletter and magazine. Call ASAP if anyone doesn't receive theirs.
 - Elect non-officer members for the following:
 - Bulletin board designer(update board monthly)
 - Event Co-ordinates (2-3 person committee)

Each Month:

- Hold 1 meeting a month when it is most convenient for all members (lunchtime)
 - Discuss: Possible events that can be posted to the bulletin board for all to attend. Ideas could include – gallery hop, museum visit, community service, volunteer at local recreation center, anything with KIDS! (This is event committee stuff but anyone can make suggestions!)
 - Plan student workshops. This is where you find out who is skilled at what and you set up a date (2x a month) for them to share. The student/artist brings materials, makes a handout, and gives a brief presentation (10 minutes?) This is great

practice at being an art teacher and everyone can usually share something. (Examples how to use PowerPoint, printmaking, paper making, crochet, or maybe Polaroid lifts.

- If anyone knows visiting artist or art teachers who would visit for free schedule them to visit
- For more ideas contact the NAEA chapter president Heather Swarts(2003 president) at SwARTSed@yahoo.com (president changes each year)