

# **British Columbia Art Teachers' Association**

## **Constitution and Policy**

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*Updated October 23, 2020*

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**Acronyms:**

BCATA	British Columbia Art Teachers' Association
CSEA	Canadian Society for Education through Art
INSEA	International Society for Education through Art
LSA	Local Specialist Association
NAEA	National Art Education Association
PSA	Provincial Specialist Association

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**Name**

The association shall be known as the British Columbia Art Teachers' Association (BCATA), a provincial specialist association of the British Columbia Teachers' Federation (BCTF).

**Objectives**

The objectives of the association are:

1. To advocate for equitable, quality art education programs for all students in British Columbia at primary, intermediate and graduation levels.
2. To represent the art teachers of the province.
3. To improve the conditions of the teaching of art.
4. To promote the study of the teaching of art.
5. To assist in organizing and coordinating art workshops throughout the province when requested.
6. To encourage integration of the fine arts disciplines where and when necessary.
7. To enlarge the scope of the foregoing objects by seeking alliance or affiliation with other societies or associations having objects similar to those of the BCATA.

**Article 1      Membership**

1. All members of the BCTF shall be eligible for membership in this association and eligible to vote and hold office.
2. The president and vice-president of the association must be active BCTF members.
3. The majority of the association executive shall be active BCTF members.
4. Teachers teaching on call (TTOCs) shall be eligible for a reduced membership fee.
5. Teachers who have retired from active BCTF membership shall be eligible for a reduced membership fee.
6. Student teachers in post-secondary programs leading to BC teacher certification shall be eligible for a reduced membership fee.
7. Only members are privileged to vote and to hold office.
8. Honorary life members may be elected at any general meeting or by resolution of the executive committee. No more than three honorary life members may be elected in any one year.
9. The membership records of the association shall be maintained by the BCTF office.

**Article 2      Associates**

1. People who do not hold any form of BCTF membership cannot be members of the association but can become subscribers on payment of the subscriber fee.
2. Subscribers are not eligible to vote or hold office in the association.
3. The subscribership records of the association shall be maintained by the BCTF office.

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**Article 3**      **Fees and financial records**

1. Membership fees and associate fees shall be established by resolution at each annual general meeting of this association.
2. The annual fee is payable under terms of regulations as adopted from time to time by the BCTF.
3. The membership records of the association shall be maintained by the BCTF office.

**Article 4**      **Officers**

1. The officers of the association will consist of a president, a first vice-president, a second vice-president, primary, intermediate and graduation curriculum reps, a recording secretary, a photography and media rep, a treasurer, a journal editor, and a newsletter editor, all of whom shall be elected at an annual general meeting. In addition, the office of past president shall be an executive position filled by the outgoing president.
2. Executive position terms begin from the AGM. Outgoing executive attend the following executive meeting to transition incoming officers. The terms of office shall be for a period of one year, except in the case of the president, who will be elected for a period of two years.

**Article 5**      **Committees: Executive and standing**

1. The elected officers of the association plus the immediate past president shall constitute the executive committee. The executive committee may appoint additional members, not to exceed the number of elected officers, to positions of responsibility as needed on an annual basis.
2. The consultative committee shall consist of the president and any other members of the executive committee whom the president considers necessary for interim decision-making. Policy change shall require a vote by the executive committee, 66% of elected officers to be considered a quorum, which must include the president, first vice-president and treasurer.
3. The standing committees of the association shall be appointed by, and be responsible to, the executive committee. They shall be:
  - a. The curriculum committee, whose chairperson shall be the curriculum representative.
  - b. The publications committee, whose chairperson shall be either the journal editor or the newsletter editor.
  - c. The learning conditions committee, whose chairperson shall be a member of the executive committee.
  - d. The in-service committee, whose chairperson shall be a member of the executive committee.

**Article 6**      **Duties of officers and the executive committee**

1. The president shall be the presiding officer of the association and shall be the chairperson of the executive committee and shall also be a member, ex officio, of all committees appointed by the executive committee. The president shall have general

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supervision of all matters and affairs of the association. In absence, the first vice-president shall perform the president's duties.

2. The recording secretary shall prepare and preserve, or cause to be prepared and preserved, a record of all meetings, general and otherwise, of the association and its executive committee. The recording secretary shall have charge of all archives of the association and shall be legal custodian of all property of the association. The executive may choose, however, to appoint a member as association archivist. This position would then assume the duties related to the archives and would report to the recording secretary.
3. The treasurer shall, in collaboration with the BCTF office, maintain a record of all monies of the association and shall exhibit the same to the executive committee when required. At the first business session of the annual general meeting, the treasurer shall submit a report in detail on the financial business of the association during the year and shall submit in writing a report of the financial condition of the association, including a detailed statement of all receipts and expenditures.
4. The executive committee shall, subject to the action of a general meeting of the association, exercise all powers of the association, the direction and supervision of its business, and the conduct of the affairs of the association. The following items are specific examples of these general powers and duties:
  - a. The executive committee may appoint advisory committees and create sections or departments to carry on the activities of the association. The powers and duties of advisory committee and sections shall be such as may from time to time be prescribed or approved by the executive committee.
  - b. The executive may provide for the establishment of local art teachers' associations.
  - c. Whenever any vacancy shall occur in the executive by death, resignation, or other reason, the vacancy shall be filled by the executive committee until the next annual general meeting of the association.
  - d. The executive committee shall appoint a nominating committee whose duty shall be to invite and receive nominations for the following offices: president (as required), first vice-president, second vice-president, curriculum representatives, recording secretary, treasurer, journal editor, and newsletter editor. The nominating committee shall endeavor to find at least one person for each position, and shall, without preference, include in its report all nominations received. The nominating committee shall present its report to the annual general meeting in preparation for the election.
  - e. The executive committee shall, by June 30th of each year, submit a written report to members of the past year's activities.
  - f. The executive committee shall, by September 30th of each year, submit to the BCTF executive committee a written report of the past year's activities.
  - g. The executive committee shall submit to the BCTF executive committee, by September 30th of each year, a proposed program of activities for the coming year.

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**Article 7**      **Duties of committees other than the executive committee**

1. The duties of the standing committees shall be those determined and allocated by the executive committee. Chairpersons of the standing committees shall report to the AGM.
2. The duties of the consultative committee shall be:
  - a. To carry out business referred to it by the executive committee.
  - b. To deal with urgent matters arising between executive meetings, subject to ratification by the executive committee.
  - c. To take steps necessary to keep each member of the executive committee in complete and up-to-date touch with all activities of the consultative committee.
3. The duties of advisory committees, ad hoc in function, appointed by the executive committee under Article 6, section 4, subsection (a), shall be as described there. If, however, the task for which the committee was created is not completed by the time of the annual general meeting or will not be completed by the time of the final written report to the membership by the executive committee, Article 6, section 4, subsection (e), the said ad hoc committee may be required to report to the annual general meeting. The annual general meeting may then direct the committee to continue with its work through the final period of the incumbent executive and into the term of the incoming executive to which it would then be responsible. This method will ensure both the legal continuity and the authority of the said ad hoc committee. The continuation of an ad hoc committee may, however, be simply recommended by the outgoing executive to its successors. The committee would have to be reconstituted by the incoming executive or it would cease to exist. The provisions of this subsection should in no way be construed to limit the power of an executive committee to dissolve any advisory ad hoc committee responsible to it.
4. The executive may appoint, and will endeavor to do so, regional reps from around the province. The duties of these reps shall be to further membership in the BCATA within their regions and to report on art activities and issues in their regions to the membership via the newsletter. They will be encouraged to participate in executive meetings whenever possible (e.g. conference calls).

**Article 8**      **Elections**

1. Nominations - While nominations shall be initiated through a nominating committee in accordance with the provisions in Article 6, section 4, subsection (d), nominations shall be called for from the floor of the annual general meeting before the election of each officer.
2. Sequence of the elections - The officers of the association shall be elected in this order: first, the president; second, the first vice-president; third, the second vice-president; fourth, the curriculum representatives; fifth, the journal editor; sixth, the newsletter editor; seventh, the treasurer; and eighth, the recording secretary.
3. Voting - The vote shall be conducted by secret ballot, and the ballots, once the election is concluded, shall be destroyed following a formal motion to that end passed by the annual general meeting.

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**Article 9**      **Meetings**

1. The time and place of the annual general meeting shall be at the discretion of the executive committee. At least 30 days' notice shall be given to all members, such notice be given by ordinary mail or email, or by publication in the association's newsletter or website. The business of the annual general meeting of the association shall be:
  - a. Receipt of reports.
  - b. Receipt of financial statements.
  - c. Nomination of officers.
  - d. Election of officers.
  - e. General business.
2. An annual conference shall be held by the association at such time and place as the executive committee may order, if it coincides with the annual general meeting of the association.
3. A special general meeting shall be held upon the decision of the executive committee. Fourteen days' notice shall be given to each member either by ordinary mail or by publication in the association's newsletter.
4. A quorum shall be deemed to be present at an annual or a special general meeting if at least 25 members are present.
5. Robert's Rules of Order shall govern procedures of all meetings when not inconsistent with the constitution and bylaws of this association and the BCTF Simplified Rules of Order.

**Article 10**     **Voting**

1. With the exception of the election of the officers of the association (the procedures for which are found in Article 8 above), voting at all meetings shall generally be by show of hands. However, at the will of at least one third of the members present at any meeting, a ballot may be required.
2. No person shall vote at any general meeting unless and until his/her fees for the current fiscal year have been paid.

**Article 11**     **Budget**

1. Once a budget has been adopted by the executive committee, expenditures beyond any general item of the budget shall be exceeded only upon authorization of the executive committee.

**Article 12**     **Examination of records and books**

1. All books, documents, and other records shall be kept by the treasurer and may be examined by any member upon giving due notice in writing to the president and the treasurer.

**Article 13**     **Referendum**

1. The executive of the association may submit any questions affecting the association's interests for consideration of the membership. A vote on such questions shall be taken



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by mail, but no action shall be taken by the executive except such as is authorized by a two-thirds majority of those voting.

**Article 14**      **Local and regional art teachers' associations**

1. The executive committee shall have authority to grant recognition to local and/or regional art teachers' associations as chapters of this association, to establish boundaries of local areas and/or regions, and to establish regulations governing the organization of such chapters.

**Article 15**      **Representation to agencies outside the federation**

1. Any representations made by this association to any authority outside the BCTF on any matter that is properly the concern of the federation shall be conducted through the officers of the federation.

**Article 16**      **Amendments to the constitution**

1. The constitution and by-laws of this association shall not be altered, amended, or added to except by an extraordinary resolution of the executive committee or of any member or group of members submitted to the general meeting of the association. Notice of such an extraordinary resolution shall be given at least 14 days before the meeting by ordinary mail or the association's newsletter.
2. The constitution may be amended by a three-quarter majority vote of the members present at any regular session of a general meeting.
3. Amendments to the constitution shall not become effective until they have been approved by the BCTF Executive Committee.

**Article 17**      **Constitution**

1. It is recognized that the constitution and by-laws of the BCTF contains a clause requiring that no clause in this constitution may be at variance with the BCTF Constitution and By-Laws.
2. A copy of this constitution shall be filed at the BCTF office.

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**Regulations**

1. Chairpersons of committees must sign vouchers for expenses of their committees.
2. Committees appointed by the executive must report in writing.
3. The additional members in Article 5, section 1, shall be elected for specific terms by a vote of all the officers of the association and of them only.

**Policy**

**Art in Public Places**

This portfolio shall be the responsibility of the second vice president. Student work shall be displayed at the BCTF building (Vancouver) and the Ministry of Education Offices (Victoria) on a rotating basis. In keeping with BCTF policy, only the work of students enrolled in public schools will be displayed. All students whose work is displayed will be presented with a certificate of recognition and a sketchbook. In addition, a list of the schools which have displayed work will be published in the newsletter at least once per school year. Up to 5% of work displayed at the BCTF building may be by BCTF members. This may be 5% of each display as in a teacher's work accompanying the work of his/her students or a teacher show hung for 5% of the year (three weeks). All teachers whose students have work displayed should be sent membership information and encouraged to become members of the BCATA.

In the case of over subscription to this program, preference will be given to student shows of teachers who are current BCATA members.

**Awards**

It shall be the responsibility of the first vice president to publish information, receive nominations, prepare ballots and submit all required information for BCATA's NAEA Art Educator Award. Official NAEA nomination forms will be used. Only NAEA members shall vote. It shall be the responsibility of the past president to publish information, receive nominations, prepare ballots and submit to the executive all required information for BCATA's Excellence in Art Education Award(s). BCATA standardized nomination forms will be used. Members of the BCATA executive will not be considered for this award. The BCATA executive may determine annually the number of recipients. Nominations for this award will be made available to committee members in advance. Voting members shall be elected members of the executive.

**Conference Policies**

Whenever possible the executive will seek a school district to host the annual provincial conference. The BCATA will advance the conference committee the sum of \$2000.00 one year in advance of the conference, which will be paid back to the BCATA at completion of the conference. The conference committee, in consultation with the BCATA treasurer, must finalize their budget six months preceding the conference. This will become part of the larger BCATA budgets filed with the BCTF. The treasurer shall oversee conference budgets in consultation with the conference committee. All expenses must be pre-approved by the BCATA Conference Chair and Treasurer; re-imburement without pre-approval is not guaranteed. All conference delegates (including workshop session presenters and post-secondary student helpers), but

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excluding commercial displayers, keynote speakers must be members of the BCATA and must pay the conference registration fee. It is the responsibility of the conference committee to ensure all presenters are aware of this policy. It is also the responsibility of the conference committee to ensure membership fees appropriate to BCTF status are paid if membership is taken out/renewed at the time of conference registration. The membership chair shall provide the conference committee with updated membership lists.

An honorarium will be determined by the conference committee and approved by the executive and will be paid to workshop session presenters. An additional amount will be paid to those presenting more than one session (details to be determined by the conference committee). An honorarium will be paid to keynote speakers, the amount to be determined by the conference committee.

A fee determined by the conference committee and approved by the executive for table/booth(s), excluding other PSAs will be charged to commercial displayers by the conference committee.

Immediately, as BCATA memberships are collected with conference registration fees, the conference committee will submit names and addresses, along with membership fees (new and renewal) to the BCTF. This process must be completed within one month of the conference as BCTF grants are based on Membership. It is the conference committee's responsibility to confer with the membership chair to ensure correct membership dues are collected (e.g. BCTF members, associate members, students, retired teachers).

The conference chairperson (or delegate) will report on conference plans at monthly executive meetings for one year in advance of the conference. The conference committee, while taking advice from the BCATA executive, retains responsibility for publicity, theme, presenters, finances, logo etc.

Should there be a financial profit at the conference, the host district shall, upon fulfilling BCATA requirements, receive 20% of the profit and the BCATA will receive 80% of the profit. In the case of a conference profit, all profit plus a complete financial statement will be filed with the BCATA as part of the conference report. The host district must then file a proposal with the BCATA which outlines how the profit will be used to further art education or leave a conference legacy in the host district. Upon approval of said proposal the 20% profit will be returned to the host district. Should there be a financial loss at the conference, the BCATA will carry the loss. At all conferences, student artwork should be highlighted and displayed.

The British Columbia Excellence in Art Education Awards will be presented at the annual conference. An AGM must be scheduled by the conference committee at a time deemed appropriate by the BCATA executive. The details of the AGM are the responsibility of the executive and in particular the Past President.

Upon completion of the conference, the conference committee will submit a complete conference report to the BCATA executive. The report should include a profile of delegates, conference feedback, sheets, a financial statement and other information as determined by the conference committee.

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### Contests

The BCATA strongly opposes art contests and competitions for children up to the end of the Intermediate Program (refer to CSEA policy for rationale). In the case of graduation level students, the BCATA supports design competitions under the following conditions:

- The competition is presented as a specific design problem.
- The criteria for judging are clearly outlined at the outset.
- The judges are identified from the outset.
- All entries are acknowledged.
- All work is returned, if requested.

### Executive Meetings

Executive meetings will be held 6 times throughout the year. The site of monthly executive meetings will be the prerogative of the president. Executive members shall forward agenda items to the president. Whenever possible, the agenda will be published prior to the meeting.

### Financial support for attending conferences

Any member may apply to the BCATA for financial support to attend a conference other than the BCATA annual conference.

Applications will be reviewed by a committee of three executive members, one of which must be the treasurer (neither of the remaining two may be the applicant)

Consideration will be given to the current financial situation of the association; to the relevancy of the conference to art education; and to the benefits to the members of the association.

Approved grants will be forwarded only upon receipt of a written or annotated photographic report to the executive for publication in a subsequent newsletter or journal.

### Financial support for executive members on PSA business

The executive may establish within its annual budget, money to support BCATA executive members' attendance at meetings or other functions deemed to be important in advocating for art education. Such expenditures will be considered on an individual basis and will be approved by the executive.

### Funding received by an executive member representing the BCATA on PSA business shall not be considered conference support

Funding for a BCATA executive representative (this shall be the President or designate) attending CSEA and NAEA (or other) conferences shall be budgeted in the BCATA annual budget. The dollar amount shall be determined after consideration of the current financial status of the association and the costs involved. The treasurer's recommendation will be approved by the executive. The official representative is obligated to attend any delegate activities and report back to the executive if appropriate to the membership.

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### Financial support for LSAs

Individual district LSAs may apply for a grant (up to \$250.00) to support an activity which directly furthers art education within that district and providing a majority of LSA members are current BCATA members. Recipients of such a grant must demonstrate an effort to increase the BCATA membership within their district which is reported to the executive in writing and/or submitted for newsletter publication. Applications shall be considered by the executive as a whole.

### Liaison with other PSAs

Wherever possible the BCATA will endeavor to liaise with other PSAs and will consider joint projects with other PSAs on an individual basis. PSA Presidents will be extended complimentary conference registration excluding meals.

### Membership

The membership chair is an appointed position. This position shall be responsible for obtaining current membership lists from the BCTF as needed, sending out renewal reminders, promoting membership, and other duties as deemed necessary by the executive. Membership information may not be distributed to outside agencies.

### Publications

The BCATA will provide a journal and a newsletter to all members as a component of membership in the association.

The number and dates of each publication will be determined annually by the executive. Consideration will be given to the recommendations of the newsletter and journal editors as well as to the current financial situation of the association. While the newsletter and journal editors retain editorial control of the content of said publications, they will consider suggestions from the executive, endeavor to meet the needs of the membership, and strive to meet set publication dates.

The executive will maintain a list of those who may receive complimentary issues of BCATA publications. This list may be amended annually by the executive. It shall be the responsibility of the journal editor to present this list to the executive for approval.

Any changes in format or changes which will have a financial impact must be approved by the executive.

### Terms of Office

Terms of office for elected and appointed executive members shall run from June to June as outlined in the constitution. Elections will be held at the AGM of the annual conference.

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**Executive Positions**

The following responsibilities are outlined in this constitution for elected positions:

**President:** elected for a two-year term. The president shall be:

- the presiding officer of the association,
- the chairperson of the executive,
- a member of all committees appointed by the executive, and
- supervise generally all matters and affairs of the association.

The executive has also assigned to the president the role of PSA representative, CSEA, NAEA newsletter and ministry liaison.

**First Vice-President:** elected for a one-year term. The first vice president assumes the duties of the president during absences and coordinates the executive meeting refreshments and NAEA awards.

**Second Vice-President:** elected for a one-year term. The second vice president assumes duties as assigned by the executive. This may include Art in Public Places, and conference committee liaison.

**Curriculum Reps:** (primary, intermediate, graduation, photography & media) elected for a one-year term. The curriculum reps shall, through the newsletter:

- provide guidelines to members for production of new materials,
- develop a network of those people involved in producing curriculum materials, and
- provide art units for each newsletter appropriate to the grade levels.

**Journal Editor:** elected for a one-year term. The editor is responsible for all aspects of journal production and distribution; soliciting material, securing permission to print, formatting, proofreading, artwork, printing, mailing, thanks, and returning materials.

**Visually Speaking Editor:** elected for a one-year term. The editor is responsible for all aspects of production and distribution; soliciting material, securing permission to print, formatting, proofreading, artwork, printing, mailing, thanks, and returning materials.

**Treasurer:** elected for a one-year term. The treasurer shall:

- in collaboration with the BCTF office, maintain a record of all monies of the association,
- prepare an annual report, including all receipts and expenditures, to be submitted at the annual general meeting, and
- work closely with the conference committee.

**Recording Secretary:** elected for a one-year term. The recording secretary shall:

- have charge of all the archives of the association, and
- prepare and preserve minutes of all meetings of the association and of the executive.

**Past President:** The past president assists the president and provides continuity within the executive. The past president is responsible for all aspects of the BC Excellence in Art Education Awards.

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**The following are appointed positions that the elected executive may assign from the general membership.**

**Membership:** This individual keeps track of membership, notifying members of their renewal dates, and actively promotes new membership in the BCATA.

**District Rep. Coordinator:** This member is responsible for recruiting and updating the district representative network and coordinates all communications within this group.

**Advocacy:** This representative is responsible for providing advocacy articles for the association's publications and may be required to oversee special projects such as posters and pamphlets.

**Retired Teacher Rep:** This member provides a liaison with association members who have retired from the public education system and encourages their active BCATA membership.

**University/College Reps:** These reps inform the BCATA of art education issues and teacher training programs at each institution. They also promote student membership and distribute conference information to education students.

**CSEA/INSEA Rep:** This person is the BCATA liaison with these associations.

**Conference Liaison:** This representative provides a liaison between the BCATA executive and the conference committees(s). Attendance of this rep at regular executive meetings is necessary to report on the progress of the hosting conference committee.

Effective 2021, the appointed positions of District Rep Coordinator and Social Media Rep into a single role called **Communications Rep.:** This member will monitor and maximize BCATA digital communications, *such as Twitter, Facebook, Instagram and Listserve*, and serve as a connection to District Art Teacher Reps across BC.