

## **Interest Division Leadership – Job Descriptions**

Each of BEA's seventeen (17) interest divisions has its own leadership to carry out the goals and mission set by that Division. Job descriptions and terms slightly vary by Division (please visit individual websites with specifics) but the general duties and jobs are the same.

The governing body of the Division generally consists of a chair, a vice-chair (for the paper competition), newsletter editor and/or Division website manager, and Festival of Media Arts coordinator(s). Some Divisions also have membership coordinators. The normal term for an officer is two-years but several Divisions have one-year terms.

### **Chair Responsibilities**

The chair shall be the senior coordinating officer of the executive committee. The vice-chair generally succeeds the chair at the conclusion of their term. Their duties shall include:

- 1) Representing the Division in all BEA convention meetings,
- 2) Chairing the Business Meeting at the annual BEA convention,
- 3) Handling Division business in the interim between BEA conventions,
- 4) Coordinating with the Festival on matters related to the Division and entries submitted to the Division,
- 5) Serving as panel/workshop coordinator, overseeing the Executive Committee's evaluation and ranking of panel/workshop proposals,
- 6) Requesting convention panel sessions for the Division interest (business) meeting, the paper competition, the Festival competition, as well as other panel/workshop entries as agreed on by the Executive Committee, and
- 7) Authorizing expenditure of Division funds.

### **Vice-Chair Responsibilities**

Duties of the vice chair shall include:

- 1) In absence of or as designated by the chair, representing the Division in all BEA convention meetings,
- 2) Assisting the chair during the Division interest meeting at the annual BEA convention,
- 3) Assisting the chair in handling Division business in the interim between BEA conventions,
- 4) Assisting the chair and the Festival of Media Arts coordinator with matters related to documentary entries submitted,
- 5) Assisting the chair in reviewing and ranking panel/workshop proposals,
- 6) Handling the annual paper competition. This includes:

Prior to the annual convention:

- a. Disseminating information about the paper competition,
- b. Recruiting and selecting judges for the competition,
- c. Coordinating the judging procedures by working with the BEA staff to understand the online paper submission system by All Academic,
- d. Notifying winners and losers of the competition results and providing feedback,

as well as notifying the newsletter editor, website manager and convention planners (the current convention chair, incoming convention chair and executive director.

e. Enforcing professional decorum with regard to the review comments of paper submissions, based on the following standard: *The review process is meant to focus on the quality of the scholarship, not the personal opinions of the reviewer or the author. Volunteers reviewing submissions to the Division paper competition will kindly focus their remarks on a critical review of the evidence, writing, and methodology.* Responses that do not rise to this standard will be discarded and when possible an alternate reviewer assigned.

f. Filling out appropriate paper work for monetary awards for paper winners.

During the annual convention:

g. Chairing the paper competition session in which the winners are acknowledged and present their papers.

7) Reviewing and evaluating panel proposals for the Division,

8) Assuming the chair's position at the end of the one or two-year term.

#### **Newsletter Editor/Website Manager Responsibilities:**

The duties of the office shall include:

1) Soliciting, reporting, and writing or editing all newsletter and/or web content,

2) Working with the BEA headquarters to get an account set-up for the Division's Wordpress website,

3) Preparing, publishing, maintaining, and/or posting (or distributing) the content to the Division members, and

4) The review and evaluation of Division panel/workshop proposals.

*NOTE: Please contact [JD Boyle](#) to get information for the Wordpress site.*

#### **Festival of Media Arts Coordinator/Chair Responsibilities:**

The duties of the office shall include:

1) Coordinating the Festival of Media Arts competition for that Division —this includes:

Prior to the annual convention:

a. Reviewing rules and guidelines for the competition and submitting them to the chair for acceptance,

b. Coordinating with the Division chair, the Festival of Media Arts Chair, and other Divisions to ensure consistency with BEA policies regarding the festival,

c. Preparing announcements to solicit entries to the competition,

d. Providing information to the newsletter editor/website manager pertaining to the competition,

e. Disseminating information about the festival competition,

f. Recruiting and selecting judges for the competition, in cooperation with the chair,

g. Establishing judging procedures and criteria, in cooperation with the chair,

h. Coordinating the judging procedures by working with the BEA staff to

understand the online entry system, distributing entries to the judges, and tallying judging forms,

i. Notifying winners of the competition results and providing feedback,

j. Notifying the newsletter editor, website manager, Festival chair and convention planners (the current convention chair and executive director) of winners.

During the annual convention:

k. Organizing and chairing the panel session in which the winners are acknowledged and present their entries,

l. Coordinating with the Festival Chair and producer for the Division's aspects of the festival.

2) Reviewing and evaluating panel/workshop proposals for the Division.