

**GREATER PACIFIC REGION**  
**THE EMBROIDERERS' GUILD OF AMERICA, INC.**  
Policies and Procedures

**TABLE OF CONTENTS**

I. NAME.....	3
II. MEMBERSHIP.....	3
A. Region Membership.....	3
B. Yearly Dues.....	3
C. Fiscal Responsibility.....	3
III. MEETINGS.....	3
A. Regular Meetings.....	3
B. Attendance and Chapter Voting Privilege.....	3
C. Executive Board Member Voting Privilege.....	3
D. Roll Call.....	3
E. Nominations from the Floor.....	3
F. Secret Ballot.....	3
G. Program Kits.....	3
H. Use of Region Programs.....	3
I. Wearing of Embroidered Nametags.....	3
J. Smoking.....	3
K. Food and Beverage Allowances.....	3
IV. FISCAL POLICIES.....	3
A. Expense Reimbursement.....	3
B. Executive Board of Directors Expense Reimbursement.....	3
C. Exceeding Budget Line by Member of Executive Board of Directors.....	3
D. Authorization of Overages.....	4
E. Travel, Lodging, and Per Diem Reimbursements.....	4
F. Sales.....	4
G. Contracts.....	4
H. Check Signatories.....	4
I. The Designation, "Inc." and Checks.....	4
J. Purchase of Fixed Assets.....	4
K. Bounce Check Policy.....	4
L. Deposit Policy.....	4
M. Approval of Committee Budgets.....	4
N. Investment of Money.....	4
O. Security Deposits.....	4
P. Security Deposits Held by Education Coordinator.....	4
Q. New Chapter GCC Fee Reimbursement.....	5
R. Yearly Dues.....	5
S. Seminar Loan.....	5
V. COMMITTEE COMPOSITIONS AND CHARGES.....	5
A. Executive Committee.....	5
B. Executive Board of Directors.....	5
C. Education Committee.....	5
D. Seminar Committee.....	5
E. Audit Committee.....	5
F. Bylaws Committee.....	5
G. Communications Committee.....	5
H. Community Outreach Committee.....	5
I. Exhibit Committee.....	5

J. Finance Committee.....	5
K. Fund-Raising Committee.....	5
L. History Committee.....	6
M. Newsletter Committee.....	6
N. Nominating Committee.....	6
O. Scholarship Committee.....	6
P. Seminar Site Committee.....	6
Q. Workshop Committee.....	6
VI. JOB DESCRIPTIONS.....	6
A. Region Director.....	6
B. Assistant Region Director.....	7
C. Secretary.....	8
D. Treasurer.....	8
E. Education Coordinator.....	9
F. Seminar Chairman.....	10
G. Seminar Chairman Elect.....	10
H. Audit Chairman.....	10
I. Bylaws Chairman.....	11
J. Communications Chairman.....	11
K. Community Outreach.....	12
L. Exhibit Chairman.....	12
M. Fund-Raising Chairman.....	13
N. Historian.....	13
O. Newsletter Editor.....	14
P. Nominating Committee Chairman.....	14
Q. Parliamentarian.....	15
R. Workshop Coordinator.....	15
S. Scholarship Committee.....	16
T. Seminar Site Committee.....	17
VII. CHAPTER RESOPNSIBILITIES TO THE REGION.....	17
A. Chapter President.....	17
B. Chapter Region Representative.....	17
C. Chapter Education Chairman.....	17
D. Chapter Program/Workshop Chairman.....	18
E. Chapter Secretary.....	18
F. Chapter Treasurer.....	18
G. Chapter Newsletter Editor.....	18
VIII. NOMINATING COMMITTEE PROCEDURES.....	18
A. Election of Chairman.....	18
B. Deliberations.....	18
C. Official Meetings.....	18
D. Impropriety.....	18
E. Resume Solicitation and Maintenance of File.....	18
F. Interviews.....	19
G. Nomination of Nominating Committee Member.....	19
H. Prospective Candidates.....	19
I. Notification of Candidates.....	19
J. Discussion of Slate.....	19
K. Announcement of Slate.....	19
L. Nominations from the Floor.....	19
IX. AMENDMENTS.....	19

**GREATER PACIFIC REGION  
THE EMBROIDERERS' GUILD OF AMERICA, INC.**

**PROPOSED STANDING POLICIES AND PROCEDURES**

**I. NAME**

The Greater Pacific Region may be referred to as Region, GPR, or GPR-EGA. In this document Region is used.

**II. MEMBERSHIP**

- A. Membership in the Region is concurrent with membership in a Chapter of the Region.
- B. The yearly dues shall be \$5.00 for primary Chapter members and for plural members whose primary membership is in another Region.
- C. Membership of a Chapter in the Region in no way implies fiscal responsibility for any other Chapter in the Region.

**III. MEETINGS**

- A. Regular meetings shall be free to members.
  - 1. Region Board Meetings shall be held three times a year, or as stipulated in the bylaws. The Executive Board of Directors may change the meeting date as necessary provided at least two weeks advance notification is given.
  - 2. Executive Board of Directors Meetings shall be held the day prior to the regular Region Board Meetings or as deemed necessary by the Region Director.
- B. Any Chapter member may attend the Region Board Meetings. Only the Chapter's designated Region Representative may cast the Chapter vote.
- C. Members of the Executive Board of Directors who are neither a Region Officer nor a Chapter Region Representative may not vote a Region Board Meetings.
- D. Each Chapter Region Representative shall inform the Secretary during roll call of Chapter's members in attendance, and who will be voting that day.
- E. Nominations from the floor shall be accepted only at the second Region Board Meeting of the year. These nominations shall include written permission from the candidate and a resume.
- F. In the event of a secret ballot at the Annual Meeting, the Region Director shall appoint an election committee of three, none of whom is on the slate or a member of the Nominating Committee, to count the ballots immediately and report to the Region Director. She reports the results to the Region Board during the meeting.
- G. Kits for all programs shall be available to members at retail cost or a supply list shall be provided in advance.
- H. If accompanied by a release from the owner, the instructions for any program taught at a Region Board Meeting may be copied by all Chapters of the Region for use as a Chapter program.
- I. Members shall wear stitched nametags at all Region functions. Any embroidery technique may be used. A member shall be fined \$1.00 for not wearing a stitched nametag. The Treasurer shall collect these fines.
- J. Smoking is prohibited at all Region functions.
- K. No food or beverage is allowed on or near tables where there is needlework.

**IV. FISCAL POLICIES**

- A. All requests for expenses reimbursement shall include all receipts and be submitted in a timely manner to the Treasurer with a voucher.
- B. When budgeted expenses are incurred by any member of the Executive Board of Directors or the Region Board, a voucher with receipts must be submitted to the Treasurer at least quarterly.
- C. Any member of the Executive Board of Directors or Region Board who anticipates exceeding her budget must obtain approval through the Finance Committee Chairman (Treasurer) prior to the expenditure or she may not be reimbursed for the overage.

- D. The Finance Committee Chairman may present a motion to the Executive Board of Directors to authorize reimbursement of the overages from Board Approved Projects, or may present a motion to the Region Board to authorize reimbursement of overages from Operating Reserves.
- E. Travel, lodging, and Per Diem reimbursements:
1. The Region shall reimburse travel expenses for its official representative (usually the Region Director) while attending EGA Board session at the lowest reasonable cost available (unless this is an expense covered by the National Board).
  2. The Region shall reimburse lodging expenses for its official representative (usually the Region Director) while attending EGA Board sessions at one half a double room rate (unless this is an expense covered by the National Board).
  3. The Region shall pay a per diem for its official representative (usually the Region Director) as established in the Budget. A log of expenses in lieu of receipts shall be acceptable documentation for reimbursement (unless this is an expense covered by the National Board).
  4. For the EGA Board session held in conjunction with the annual EGA seminar, the Region shall reimburse lodging expenses, at one half a double room rate, and per diem for the official representative (usually the Region Director) through the night of the EGA Annual Meeting (unless this is an expense covered by the National Board).
  5. For all other EGA Board sessions the Region shall reimburse lodging expenses, at one half a double room rate, and per diem for its official representative (usually the Region Director) for the travel day prior to "committee day" through the travel day after the close of the Board session (unless this is an expense covered by the National Board).
  6. The Region shall cover appropriate expenses with regard to travel, lodging, and per diem amounts when its official representative is expected to travel in regard to attendance at meetings designated by the National Board.
  7. The Region shall reimburse the designated successor to the Region Director (usually the Assistant Region Director) for travel, lodging, and per diem consistent with IV Fiscal policies E 1., 2., and 3., to accompany the Region Director to one EGA Board session before the successor is installed as Region Director.
  8. The Region shall reimburse the Region Director for travel, lodging, and per diem to visit Chapters as approved in the Budget. The cost of travel up to the IRS suggested amount with a note asking for the total allowed and requesting that a portion be considered a donation is a way of accounting for the value of the service provided by using a car for travel.
  9. The Region shall reimburse the Region Director for lodging and per diem expenses while she attends the Region-sponsored Seminar as approved in the Budget.
  10. The Region shall reimburse members of the Executive Board of Directors to attend the Region Meetings up to the amount approved in the Budget. Executive Board of Directors members who live 175 miles or farther from the Region Meeting location will be reimbursed at the higher amount up to the amount approved in the budget. For:
    - a. Travel expenses at the lowest reasonable cost available. Receipts are required.
    - b. Lodging expenses for one-half a double room rate at the lowest reasonable cost available. Receipts are required.
    - c. Meals: a log of expenses in lieu of receipts shall be acceptable documentation for reimbursement.
  11. The Region shall reimburse travel expenses of one officer of a chapter, who attends the Region Officers Training Meeting, if the chapter meets 175 miles or more from the Region Meeting location. The reimbursement shall be up to the amount approved in the budget. Receipts are required.
- F. Sales
1. The Region permits no sales of merchandise during instruction at Region meetings, workshops, or Region-sponsored Seminars.
  2. Fees for kits shall be collected in advance. Any balance due shall be collected before instruction commences.
  3. The Region shall receive 10% of any revenues form sales of merchandise, excluding kits, at any Region-sponsored program or workshop. Only class related merchandise that is not available locally may be sold.
- G. All Region contracts with financial obligations must be signed by the Region Director.
- H. The Region Director, Secretary, and Treasurer are authorized to sign checks. Two signatures are required on all checks.
- I. The designation, "Inc.," shall not be imprinted on any bank checks.
- J. Unbudgeted expenses of over \$100.00 must have prior approval of the Executive Committee.

- K. If a person has not made good on a bounce check plus bank charges within 60 days of written notification by the Treasurer, she will not be eligible to participate in Region-sponsored events until the debt has been cleared.
- L. All money received for Region-sponsored activities shall be deposited within 30 days.
- M. All committee budgets must be submitted to the Executive Board of Directors for approval.
- N. The Finance Committee shall make recommendations for the prudent investment of the Region's money.
- O. The security deposits for Chapters borrowing Region materials shall be \$25.00 for all materials.
- P. The Education Coordinator shall hold security deposits for Chapters who borrow educational materials.
- Q. If the budget permits, the Region shall reimburse the registration fee for one GCC for each new Chapter. The chapter shall pay the fee and apply, within one year of chartering, to the Region Treasurer with a completed voucher for reimbursement.
- R. The yearly dues shall be \$5.00 for primary members and for plural members whose primary membership is in another Region. The dues shall be paid to the Region Treasurer at the same time that EGA dues are paid for each Chapter member.
- S. After the Seminar budget has been approved by the Executive Board, \$2500.00 shall be lent to the Seminar upon request to the Executive Board of Directors by the Seminar Chairman.

## V. COMMITTEE COMPOSITIONS AND CHARGES

- A. **The Executive Committee** shall be the elected officers of the Region and shall have general authority over the Region between meetings. It shall approve all committee appointments made by the Region Director and elect a replacement for any vacancy that occurs on the Nominating Committee. Any action taken by the committee shall be reported at the next Executive Board of Directors and Region Board Meetings.
- B. **The Executive Board of Directors** shall be the elected officers of the Region, the Standing Committee Chairmen, and a Parliamentarian who serves without a vote. The Executive Board shall have general supervision of the affairs of the Region between business meeting and shall be responsible for the coordination, planning, and direction of all Region Activities.
- C. **The Education Committee** is composed of a Chairman who is the Education Coordinator, elected by the Region Board, and committee members who are the Chapters' Education Chairmen or the Chapters' designated Representatives. The Committee shall select, schedule, and publicize Group Correspondence Courses, and other educational events.
- D. **The Seminar Executive Committee** is composed of a Chairman, elected by the Region Board, and Executive Committee members whom the Chairman appoints. All these chairmen shall be approved by the Region Executive Committee. The Seminar Committee shall plan, schedule, publicize, and conduct a seminar promoting excellence in needlework.
- E. **The Audit Committee** is composed of a Chairman and two members, all of whom are appointed by the Region Director and approved by the Executive Committee. No member of the Finance Committee may serve on this committee. The committee shall:
  1. Conduct and audit of all Region moneys at the close of the fiscal year, preferably before the Treasurer completes the annual financial report.
  2. Conduct and audit of all Region moneys at the end of the Treasurer's term of office.
  3. Conduct and audit of all seminar moneys after the books have been closed, preferably before the financial report is filed with EGA.
- F. **The Bylaws Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall review, propose, and prepare amendments to the Region Bylaws, Policies and Procedures, and write policy as directed by the Executive Board of Directors or Region Board.
- G. **The Communications Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall include a Webmaster and other support members as needed to enhance communications between the Region, Chapters, and members.
- H. **The Community Outreach Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall promote community awareness of the Region and embroidery through Chapter and Region Outreach Programs in the community.
- I. **The Exhibit Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The

committee shall plan, schedule, publicize, hang, and take down exhibits for the Region as directed by the Executive Board or Region Board.

- J. **The Finance Committee** is composed of a Chairman, who is the Treasurer, the Region Director, Assistant Region Director, the Fundraising Chairman and another member selected by the Treasurer and approved by the Executive Committee. No member of the Audit Committee may serve on this committee. The committee shall prepare and submit the Region's budget for approval at the third meeting of the year. In addition the committee shall make recommendations for prudent investment of the Region's moneys.
- K. **The Fund Raising Committee** is composed of a Chairman, who is appointed by the Region Director and who also serves on the Finance Committee, and committee members selected by the Chairman and approved by the Executive Committee. The committee shall propose, plan, schedule, and carry out fund raising activities as directed by the Executive Board of Directors/Region Board.
- L. **The History Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall research, compile, and update the Region's history through information extracted from minutes and other sources.
- M. **The Newsletter Committee** is composed of the Editor, who is appointed by the Region Director, and committee members whom the editor selects and the Executive Committee approves. The committee shall produce and distribute a newsletter three times a year and the Region's Officer's Handbook.
- N. **The Nominating Committee** is composed of three (3) members, one of whom is elected by the Executive Board. The other two are elected by the Region Board at the Annual Meeting. No chapter shall have more than one member on the committee. The committee shall elect its own Chairman. A committee member may not serve two terms consecutively. Should a vacancy occur, the Executive Committee shall elect a replacement. It shall be the duty of this committee to nominate candidates in the even numbered years for the offices of Region Director, Assistant Region Director, Education Coordinator, and two members of the Nominating Committee, and in the odd numbered years for the offices of Secretary, Treasurer, Seminar Chairman, and Region Nominee for the National Nominating Committee. In addition, this committee shall present nominees for any vacancy that may occur.
- O. **The Scholarship Committee**, an ad hoc committee, is composed of a Chairman, who is the Assistant Region Director, and members whom the Chairman selects and the Executive Committee approves. The scholarships are educational grants to promote knowledge, innovation, skill, and enthusiasm for needlework. The committee shall select candidates to receive scholarships who have potential to advance embroidery as a needle artist and/or teacher. The scholarships shall be applied as directed by the Executive Board.
- P. **The Seminar Site Committee**, an ad hoc committee, is composed of the Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall search for a seminar site and shall submit a proposal to the Region Board as directed.
- Q. **The Workshop Committee** is composed of a Chairman, who is appointed by the Region Director, and committee members whom the Chairman selects and the Executive Committee approves. The committee shall organize Traveling Teacher Workshop Tours for the Region as directed by the Executive Board of Directors. In addition the committee shall arrange for a program at each of the Region Meetings other than a meeting held in conjunction with a Region-sponsored seminar.

## VI. JOB DESCRIPTIONS

- A. **The Region Director** shall:
  - 1. Be elected for a two-year term of office.
  - 2. Chair the Executive Committee, Executive Board of Directors, and Region Board and serve on the EGA Board of Directors, and Regions Committee.
  - 3. Be familiar with the Bylaws, Policies and Procedures of the Region and the Bylaws, Policies and Procedures and manuals of EGA.
  - 4. Prepare the agendas for all Region business meetings and send them to the Secretary in a timely manner for mailing to the Region Board and Executive Board of Directors.
  - 5. Communicate with the EGA Vice President of Operations on regular basis.
  - 6. Send copies of significant correspondence to the EGA President, Vice President of Operations, and Office Manager.
  - 7. Appoint chairmen of standing and ad hoc committees and members of the Audit Committees, with the approval of the Executive Committee, and be a member of all committees of the Region except the

Nominating Committee. Equitable geographical representation on committees is a vital guideline in the selection of committee chairmen.

8. Oversee the performances of other officers and committee chairmen. Any member of the Executive Board of Directors shall be considered "resigned" if no communication has been received by the Region Director for four months. If this should occur, the Region Director shall acknowledge the resignation by certified mail.
  9. Ensure that all orders and motions of the Executive Committee, Executive Board of Directors, and Region Board are implemented.
  10. Sign all contracts that obligate the Region financially.
  11. Be a signatory on Region checking and savings accounts.
  12. Be responsible for Region activities such as seminars, exhibits, etc.
  13. Assist all chapters within the Region as needed:
    - a. Be the liaison between EGA and the chapters within the Region.
    - b. Read and act upon where indicated all chapter minutes and newsletters.
    - c. Assist chapters when dissolution is necessary.
    - d. Act as liaison between the chapters within the Region.
    - e. Keep the record of chapters within the Region.
  14. Communicates with other Regions to help unify and strengthen the Chapters, the Region, and EGA as a whole.
  15. Communicate with prospective chapters to determine their eligibility for chartering and assist in the organizational process.
  16. Keep organized files of correspondence and other materials generated or received.
  17. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
  18. Submit budget requests to the Treasurer by September 1 of each year.
  19. Request reimbursement of budgeted expenses at least quarterly.
  20. Write a column for each Region newsletter and work closely with the Newsletter Editor to decide what material should be in each issue.
  21. Provide the Region Communications Chairman with information for inclusion on the Region's Web site.
  22. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training as requested by the Coordinator.
  23. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  24. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
- B. The Assistant Region Director shall:**
1. Be elected for a two-year term of office.
  2. Serve on the Executive Committee, Executive Board of Directors, and Region Board.
  3. Serve on the Seminar Executive Committee, Seminar Class Selection Committee, and Seminar Committee.
  4. Serve in any capacity as requested by the Region Director.
  5. Be familiar with all the Region jobs needed to perform the job of Region Director and sharpen planning and decision making skills.
  6. Chair the Scholarship Committee.
  7. Conduct meetings in the absence of the Region Director.
  8. Attend EGA Board of Directors sessions when the Region Director is unable.
  9. Serve on the Finance Committee and the Budget Subcommittee for Region-sponsored Seminars.
  10. Attend one EGA Board of Directors session in the year prior to being installed as Region Director (usually the spring session)
  11. Be familiar with the Bylaws and Policies and Procedures of the Region
  12. Receive and review Chapter newsletter.
  13. Send copies of correspondence to the Region Director.
  14. Keep organized files of correspondence and other materials generated or received.
  15. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
  16. Submit budget requests to the Treasurer by September 1 of each year.
  17. Request reimbursement for budgeted expenses at least quarterly.

18. Write a column for each Region Newsletter.
  19. Provide the Region Communications Chairman with information for inclusion on the Region's Web site.
  20. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  21. Forward files to successor promptly, accompanied by all past reports and a report on current activities and needed follow up action.
  22. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
  23. Be considered "resigned" if no communication has been received by the Region Director four months.
- C. **The Secretary** shall:
1. Be elected for a two-year term of office, and may serve two consecutive terms of office.
  2. Serve on the Executive Committee, Executive Board of Directors, and Region Board.
  3. Be familiar with the Bylaws and Policies and Procedures of the Region.
  4. Send the Call to Meeting (agenda and any additional information provided by the Region Director) for all Region Meetings at least 14 days prior to the next meeting to all Region Board members
  5. Take a roll of all members present at Region Meetings.
  6. Keep a written record (minutes) of all Region Meetings and distribute them, within 14 days following a meeting, to the Executive Board of Directors, Chapter Presidents, Chapter Region Representatives, Region members chairing EGA committees, former RD's and the EGA Vice President of Operations.
  7. Make any corrections and record them in the next minutes.
  8. Conduct the correspondence of the Region as requested by the Region Director or the Executive Board of Directors.
  9. Prepare and send to the Chapters with the minutes of the second meeting of the year a ballot for the slate of officers as presented by the Nominating Committee and any nominations from the floor. Abbreviated resumes and instructions for the return of the ballot shall be included.
  10. Receive the marked ballot from each Chapter and bring them tabulated to the annual meeting.
  11. Be a signatory on the Region checking account.
  12. Send copies of correspondence to Region Director.
  13. Keep organized files of correspondence and other materials generated or received including a current Registry of Officer's List of Emergency Contacts.
  14. Make a report at each Region meeting and an annual report to the Executive Board of Directors and the Region Board.
  15. Submit budget requests to the Treasurer by September 1 of each year.
  16. Request reimbursement for budgeted expenses at least quarterly.
  17. Write a synopsis of minutes of Executive Board of Directors and Region Board meetings for each Region newsletter.
  18. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  19. Forward files to successor promptly, accompanied by all past reports and a report on current activities and needed follow up action.
  20. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
  21. Be considered "resigned" if no communication has been received by the Region Director for four months.
- D. **The Treasurer** shall:
1. Be elected for a two-year term of office, and may serve two consecutive terms of office.
  2. Serve on the Executive Committee Executive Board of Directors, Region Board, and as Chairman of the Finance Committee.
  3. Be familiar with the Bylaws, Policies and Procedures of the Region.
  4. Upon assuming office
    - a. Obtain signatures of authorized officers (Region Director, Secretary, and Treasurer) on bank signature cards and send cards with letters of notification to the appropriate branch banks. (Note: since two signatures are required on the all checks, outgoing officers must also sign the letter.)
    - b. Notify all Chapter Treasurers and Membership Chairmen of new Treasurers name, address, e-mail address, and telephone number; send them revised forms for submitting Region dues.
  5. Act as custodian of all Region funds: receive all moneys and pay all bills.
    - a. Within 30 days of receipt pay bills accompanied by proper documentation and deposit moneys.

- b. Secure additional required signature of checks.
  - c. Collect Region dues.
  - d. Notify Chapter Membership Chairmen, Treasurer, President and Region Director if dues are not received.
  - e. Notify Executive Board of Directors of any potential financial problems.
  - f. Collect fines.
6. Keep current and accurate records.
    - a. Maintain separate Region bank accounts for checking and savings.
    - b. Keep a running ledger of debits and credits.
    - c. Keep a receipt file for expenses paid including check number and date.
    - d. Keep organized files of correspondence and other materials generated or received.
    - e. Reconcile monthly bank account statements.
  7. Make a report at each meeting and an annual report to the Executive Board of Directors and Region Board, which shall include the budget status. These reports shall become part of the minutes.
  8. Review the budget quarterly and recommend revisions to the Region Board.
  9. Propose financial policies as needed.
  10. Prepare and send to EGA and the Region Director the Annual Financial Report by February 15 of the next year.
  11. Complete and file any required California State tax forms in a timely manner.
  12. Cooperate with any audit of Region financial records.
  13. Maintain a current inventory list of the Region's property.
  14. Advise Chapter Treasurers as needed.
  15. Upon leaving office obtain new bank signature cards for all accounts and give them to incoming Treasurer.
  16. Send copies of correspondence to the Region Director.
  17. Request reimbursement for budgeted expenses at least quarterly.
  18. Collect nametag fines from those not wearing a stitched nametag at the Region Meetings.
  19. Write a column for the Region newsletter as appropriate.
  20. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  21. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  22. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary
  23. Be considered "resigned" if no communication has been received by the Region Director for four months.
- E. The Education Coordinator shall:**
1. Be elected for a two-year term of office.
  2. Serve on the Executive Committee, Executive Board of Directors, and Region Board.
  3. Chair the Education Committee and hold meetings at least three times a year.
  4. Be familiar with Bylaws, Policies and Procedures of the Region.
  5. Receive and process applications for Region Education Grants.
  6. Be the Region's expert on all phases of EGA and Region educational programs and activities.
  7. Coordinate group Correspondence Courses for the Region as requested by the Region Director or Executive Board of Directors.
  8. Advise each new Chapter to apply for reimbursement from the Region for the registration fee for one GCC. This application shall be made by completing voucher submitted to the Region Treasurer within one year of charter.
  9. Hold security deposits from Chapters who borrow the Group Correspondence Notebook (\$50.00) and other educational materials (\$25.00) until the item(s) is returned.
  10. Receive from Chapter Educational Chairmen information on completion of Group Correspondence Courses (GCC) and Individual Correspondence Courses (ICC), and other EGA educational programs, and report such in the Region newsletter.
  11. Coordinate educational exhibits for the Region highlighting Region members' completed ICC's, GCC's, Teachers' Certification, Master Craftsman Programs, and Chapter Study Boxes as requested by the Region Director or Executive Board of Directors.
  12. Assist Chapters with any problems regarding EGA educational programs.
  13. Receive and review Chapter newsletters.

14. Send copies of correspondence to the Region Director.
15. Keep organized files of correspondence and other materials generated or received.
16. Send to each Chapter Education Chairman a copy of any pertinent communications received from EGA department of Education.
17. Make a report at each meeting and an annual report to the Executive Board of Directors and Region Board.
18. Submit budget requests to the Treasurer by September 1 of each year.
19. Request reimbursement for budgeted expenses at least quarterly.
20. Write a column for each Region newsletter
21. Provide the Region Communications Chairman with information for inclusion on the Region's Web Site.
22. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
23. Forward files and property promptly to successor accompanied by all past reports and report on current activities and needed follow up action.
24. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
25. Be considered "resigned" if no communication has been received by the Region Director for four months.

F. **The Seminar Chairman** shall:

(Note: See Greater Pacific Region Seminar Policies and Procedures for additional information)

1. Be elected and serve through the filing of the "Seminar Financial Report," with EGA for the Seminar that she/he chaired.
2. Serve on the Executive Committee, Executive Board of Directors, and Region Board.
3. Chair the Seminar Committee, appoint all subcommittee chairmen, who must be approved by the Seminar's Executive Committee, and be an ex-officio member of all subcommittees. Equitable geographic representation on the Seminar Committee is a vital guideline in the selection of subcommittee chairmen.
4. Be familiar with Bylaws, Policies and Procedures of the Region.
5. Be familiar with GPR Seminar Policies and Procedures.
6. Submit the proposed Seminar Budget for approval to the Executive Board of Directors fifteen (15) months prior to the opening of the seminar. If revisions to the approved seminar budget are necessary, such revisions shall be submitted to the Region Director within ten (10) days.
7. Send copies of Correspondence to the Region Director.
8. Keep organized files of correspondence and other materials generated or received.
9. Make a report at each Region Meeting and an annual report to the Executive Board of Directors and the Region Board.
10. Request reimbursement for budgeted expenses at least quarterly.
11. Write a column for the Region Newsletter.
12. Provide the Region Communications Coordinator with information for inclusion on the Region's Web Site.
13. Train the successor by including him/her in all current seminar planning activities.
14. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
15. Select a Region member familiar with the files to be called in case of emergency and record this name with the Secretary.
16. Be considered "resigned" if no communication has been received by the Region Director for four months.

G. **The Seminar Chairman Elect** shall:

(Note: For additional information see GPR seminar Policies and Procedures)

1. Be elected and serve through the filing of the "Seminar Financial report" with EGA for the seminar that she/he chaired.
2. Serve on the Executive Committee, Executive Board of Directors, and the Region Board, as well as the current Seminar Board as an ex-officio member.
3. Follow the job description of Seminar Chairman as appropriate.
4. Be familiar with the Bylaws, Policies, and Procedures of the Region.
5. Be familiar with the GPR Seminar Policies and Procedures.
6. Write a column for each Region newsletter.

7. Provide the Region Communications Coordinator with information for inclusion on the Region's Web Site.
  8. Be considered "resigned" if no communication has been received by the Region Director for four months.
- H. **The Audit Chairman** shall:
1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
  2. Serve on the Executive Board of Directors, report to the Region Board, and chair the Audit Committee.
  3. Be familiar with Bylaws, Policies and Procedures of the Region.
  4. Be familiar with EGA's "Guidelines for Audit Committees in Chapters and Regions."
  5. Schedule and supervise all audits of the books of the Region and Region Seminar.
  6. Assist Chapter Treasurers and Auditors as needed.
  7. Send copies of correspondence to the Region Director.
  8. Keep organized files of correspondence and other materials generated or received.
  9. Report the results of audits to the Executive Board of Directors and Region Board.
  10. Submit budget requests to the Treasurer by September 1 of each year.
  11. Request reimbursement for budgeted expenses at least quarterly.
  12. Train successor and cooperate with the Workshop Coordinator with the annual Officers Training Program as requested by the Coordinator.
  13. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  14. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the secretary.
  15. Be considered "resigned" if no communication has been received by the Region Director for four months.
- I. **The Bylaws Chairman** shall:
1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
  2. Serve on the Executive Board of Directors, report to the Region Board, and chair the Bylaws Committee.
  3. Be familiar with the Bylaws, Policies and Procedures of the Region.
  4. Review the Region Bylaws, Policies and Procedures, and propose amendments to them as necessary.
  5. Prepare proposed amendments to Region Bylaws with additions, deletions, and rationale for the Executive Board of Directors to approve prior to submission for EGA approval.
  6. Submit EGA approved Bylaws amendments to the Region Director for inclusion in the Call to Meeting which must be mailed at least 30 days prior to the meeting.
  7. Keep the Policies and Procedures current by keeping a log of citing and motions that take place at Executive Board meetings pertaining to the Policies and Procedures.
  8. Write policy as mandated by motion of the Region Board.
  9. Send copies of correspondence to the Region Director.
  10. Keep organized files of correspondence and other materials generated or received.
  11. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
  12. Submit budget requests to the Treasurer by September 1 of each year.
  13. Request reimbursement for budgeted expenses at least quarterly.
  14. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  15. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  16. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
  17. Be considered "resigned" if no communication has been received by the Region Director for four months.
- J. **The Communications Chairman** shall:

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her, but may serve additional terms of office at the discretion of each current Region Director.
2. Serve on the Executive Board of Directors, report to the Region Board.
3. Be familiar with the Bylaws, Policies and Procedures of the Region.
4. Include on her committee a Webmaster whose selection shall be approved by the Region Executive Committee and shall serve at their discretion, and e-mail contacts from the Chapters, as well as other committee members that might be beneficial to the communication between the Region, the Chapters and the members.
5. Send information via the e-mail contacts from any Region Board officer who needs to disseminate information to the chapter officers between Region Meetings, and send a hardcopy of this information to those Chapters who do not have e-mail capabilities.
6. Send copies of correspondence to the Region Director, and any membership contact information to the Chapter Membership Chairmen.
7. Keep organized files of correspondence and other materials generated or received.
8. Make reports at each meeting and an annual report to the Executive Board of Directors and the Region Board.
9. Submit budget requests to the Treasurer by September 1 of each year.
10. Request reimbursement for budgeted expenses at least quarterly.
11. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
12. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
13. Select a Region member familiar with the files to e called in case of personal emergency and record this name with the Secretary.
14. Be considered "resigned" if no communication has been received by the Region Director for four months.

**K. The Community Outreach Chairman shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
2. Serve on the Executive Board of Directors, report to the Region Board and chair the Community Outreach Committee.
3. Be familiar with the Bylaws, Policies and Procedures of the Region
4. Solicit and maintain files of each Chapter Community Outreach projects.
5. Upon request, provide chapters with directions and information on other Chapter projects.
6. Organize a show and tell for one Region Meeting each year.
7. Receive and review Chapter newsletters.
8. Prepare and send to the EGA Community Outreach Chairman an annual report of Chapter projects.
9. Send copies of correspondence to the Region Director
10. Keep organized files of correspondence and other materials generated or received.
11. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
12. Submit budget requests to the Treasurer by September 1 of each year.
13. Request reimbursement for budgeted expenses at least quarterly.
14. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
15. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
16. Select a Region member familiar with the files to e called in case of personal emergency and record this name with the Secretary.
17. Be considered "resigned" if no communication has been received by the Region Director for four months.

**L. The Exhibit Chairman shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
2. Serve on the Executive Board of Directors, report to the Region Board and chair the Exhibit Committee.
3. Be familiar with the Bylaws, Policies and Procedures of the Region

4. Reserve and prepare contract for Exhibit location.
5. Coordinate Region Exhibits as directed by the Region Executive Board
6. Submit the proposed exhibit budget for approval to the Executive Board of Directors twelve (12) months prior to the opening of the Exhibit. If revisions to the approved Exhibit budget are necessary, such revisions shall be submitted to the Region Director within ten (10) days.
7. Develop entry form and related information (rules and information regarding acceptable embroideries, fees, insurance, and awards, etc.).
8. Secure EGA insurance.
9. Cooperate with the Education Coordinator in arranging space for an Education Exhibit.
10. Solicit docents to staff the exhibit.
11. Prepare and distribute a list of award winners to Region Director and all Chapter Representatives.
12. Send copies of correspondence to the Region Director.
13. Keep organized files of correspondence and other materials generated or received.
14. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
15. Submit budget requests to the Treasurer by September 1 of each year.
16. Request reimbursement for budgeted expenses at least quarterly.
17. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
18. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
19. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
20. Be considered "resigned" if no communication has been received by the Region Director for four months.

**M. The Fund-Raising Committee Chairman shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
2. Serve on the Executive Board of Directors, report to the Region Board and chair the Fund-Raising Committee.
3. Be familiar with the Bylaws, Policies and Procedures of the Region.
4. Solicit and recommend to the Executive Board of Directors suggestions for fund raising.
5. Organize and supervise all fundraising activities for the Region as directed by the Executive Board of Directors.
6. Keep and have available a supply of Region merchandise for sale at appropriate meetings.
7. Send copies of correspondence to the Region Director.
8. Keep organized files of correspondence and other materials generated or received.
9. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
10. Submit budget requests to the Treasurer by September 1 of each year.
11. Request reimbursement for budgeted expenses at least quarterly.
12. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
13. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
14. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
15. Be considered "resigned" if no communication has been received by the Region Director for four months.

**N. The Historian shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
2. Serve on the Executive Board of Directors, report to the Region Board and chair the History Committee.
3. Be familiar with the Bylaws, Policies and Procedures of the Region.
4. The Region history shall contain:
  - a. Names and dates of charter and dissolution of Chapters.
  - b. Names of former and current Region officers.

- c. Descriptions, written and photographed, of significant events and awards.
  - 5. Send copies of correspondence to the Region Director.
  - 6. Keep organized files of correspondence and other materials generated or received.
  - 7. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
  - 8. Submit budget requests to the Treasurer by September 1 of each year.
  - 9. Request reimbursement for budgeted expenses at least quarterly.
  - 10. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  - 11. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  - 12. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
  - 13. Be considered "resigned" if no communication has been received by the Region Director for four months.
- O. **The Newsletter Editor** shall:
- 1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
  - 2. Serve on the Executive Board of Directors, report to the Region Board and chair the Newsletter Committee.
  - 3. Be familiar with the Bylaws, Policies and Procedures of the Region.
  - 4. Be familiar with "Guidelines for Newsletter Editors of EGA Chapters."
  - 5. Publish Region Newsletter within two months of each Region Meeting.
  - 6. Send newsletter free of charge to all Chapter Presidents, Chapter Education Coordinators, Chapter Newsletter Editors, Chapters' Region Representatives, the members of the Executive Board of Directors, Region Webmaster, the members of EGA Board of Directors, past GPR Directors, Region Newsletter Editors, and the National Newsletter Reviewer.
  - 7. The newsletter shall be made available to others on a subscription basis at \$5.00 for three issues.
  - 8. The names, addresses, and telephone numbers of members of the Executive Board of Directors shall be listed in each newsletter.
  - 9. Work closely with the Region Director in deciding what material should be included in each issue.
  - 10. Solicit, enter, edit, and layout material received.
  - 11. Have newsletter reproduced, collated, stapled and mailed.
  - 12. Maintain a current list of recipients.
  - 13. Ensure that the Region Handbook is current and that updates are distributed at each Region Meeting to each, Chapter President, Chapter Region Representative and to the members of the Executive Board of Directors.
  - 14. Make the current handbook, as well as any updates, available to any Region member at the cost of printing.
  - 16. Communicate with Chapter Editors within the Region as required.
  - 17. Receive and review chapter newsletters.
  - 18. Send copies of correspondence to the Region Director.
  - 19. Keep organized files of correspondence and other materials generated or received.
  - 20. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
  - 21. Submit budget requests to the Treasurer by September 1 of each year.
  - 22. Request reimbursement for budgeted expenses at least quarterly.
  - 22. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
  - 23. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
  - 24. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
  - 25. Be considered "resigned" if no communication has been received by the Region Director for four months.
- P. **The Nominating Committee Chairman** shall:
- 1. Be elected at the first meeting of the Nomination Committee by its members.

2. Serve of the Executive Board of Directors, report to the Region Board, and chair the Nominating Committee.
3. Be familiar with the Bylaws, and Policies and Procedures of the Region
4. Keep organized files of correspondence and other materials generated or received.
5. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
6. Write a column for the Region Newsletter.
7. The Chairman of the Nominating Committee shall solicit, secure, and maintain a file of current resumes as needed. No unsolicited resumes submitted after the first Region Meeting of the year shall be considered for the slate of officers presented at the second Region Meeting of the year.
  - a. The Chairman shall request resumes from each member of the Executive Board of Directors and the Region Board.
  - b. The committee shall request names of potential candidates from Chapter Presidents.
  - c. Equitable geographical representation is a vital guideline.
8. The Chairman shall contact each candidate by telephone with the offer of nomination: calls shall be placed immediately following the Nominating Committee meeting. The call shall be followed up immediately with a letter of notification including a current job description. Written response shall be requested of the nominee within two weeks of receiving the letter.
9. The nominating Committee Chairman shall announce the slate of officers when she/he reports at the Region Meeting of the year. Copies of the slate shall be sent to the Chapters with the minutes of that meeting.
10. Submit budget requests to the Treasurer by September 1 of each year.
11. Request reimbursement for budgeted expenses at least quarterly.
12. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
13. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
14. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
15. Be considered "resigned" if no communication has been received by the Region Director for four months.

**Q. The Parliamentarian shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.
2. Serve without vote on the Executive Board of Directors and the Region Board.
3. Be familiar with the Bylaws, Policies and Procedures of the Region.
4. Be familiar with parliamentary procedure as described in Robert's Rules of Order, Newly Revised.
  - a. Advise on forms of motions.
  - b. Advise when motions are needed and not needed.
5. Assist Region Director as requested, with running the business meetings.
  - a. Know proper order of motions, voting.
  - b. Advise proper order of motions, discussion, voting.
6. Send copies of correspondence to the Region Director.
7. Keep organized files of correspondence and other materials generated or received.
8. Submit budget requests to the Treasurer by September 1 of each year.
9. Request reimbursement for budgeted expenses at least quarterly.
10. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
11. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
12. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
13. Be considered "resigned" if no communication has been received by the Region Director for four months.

**R. The Workshop Coordinator shall:**

1. Be appointed by the Region Director for a two-year term of office concurrent with the term of the Region Director who appointed her.

2. Serve on the Executive Board of Directors, report to the Region Board and chair the Workshop Coordinating Committee.
3. Be familiar with the Bylaws, Policies and Procedures of the Region.
4. Solicit, secure and maintain a file of teacher and workshop proposals as needed.
  - a. Define requirements for workshop proposals as needed.
  - b. Request teacher resumes and workshop proposals from potential candidates.
5. Arrange for a program at each of the Region Meetings other than a meeting held in conjunction with a Region-sponsored seminar. The program at the first meeting of the year is to be officers' training.
6. Present workshop suggestions for Traveling Teacher Workshop Tours to the Executive Board of Directors for approval.
7. Organize traveling teacher Tour for the Region as directed by the Executive Board of Directors.
8. Prepare workshop budget by using historical data, teacher and site contracts, and other information as needed.
  - a. Compute non-refundable registration fees: (teaching fee\* + transportation + facilities + administrative charges) divided by the (total number of anticipated students – total number of students who provide housing to the teacher) = workshop cost per student. \*(Fees set by contract) Compute breakeven point for the tour. (Cost of the teacher divided by workshop fee each student pays = number of students necessary for the workshop to break even).
  - b. Submit budget to the Region Executive Board of Directors at least 9 months prior to the tour.
9. Negotiate and prepare teacher contracts.
10. Be a liaison between Chapters and Region for Traveling Teacher Workshop Tours.
  - a. Request Chapters to host workshops.
  - b. Provide Chapters and Region Board with information on workshops offered including:
    1. A packet of information including description and color pictures of workshop classes.
    2. Registration forms with deadline dates for registration and payments clearly defined.
  - c. Provide Host Chapters with:
    1. A copy of the signed Host Chapter Contract with the Region.
    2. A roster of the workshop participants with name and contact information.
  - d. Handle all registrations and general logistical arrangements for the workshops.
  - e. Hold deposits for students who register for classes prior to sending deposits to the Treasurer.
  - f. Collate evaluation comments for workshops and report on findings to the Board, Host Chapters and to the teacher.
11. Send copies of correspondence to the Region Director.
12. Keep organized files of correspondence and other materials generated or received.
13. Make a report at each meeting and an annual report to the Executive Board of Directors and the Region Board.
14. Submit budget requests to the Treasurer by September 1 of each year.
15. Request reimbursement for budgeted expenses at least quarterly.
16. Train successor and cooperate with the Workshop Coordinator in helping with the annual Officers Training Program as requested by the Coordinator.
17. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.
18. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Secretary.
19. Be considered "resigned" if no communication has been received by the Region Director for four months.

**S. The Scholarship Committee:**

1. Shall be the Assistant Region Director and two or three additional Region members, appointed by the Region Director, to serve ad hoc, and be approved by the executive committee.
2. The Assistant Region Director, who chairs the committee, may function as a facilitator without vote. The Chairman will organize the work, assign tasks, moderate the selection committee and make sure the scholarships are followed up.
3. Select recipients of scholarships as directed by the Region Executive Board, which will determine type of scholarship and date by which it must be used.
4. Set a timeline to include:
5. Interview the applicants and their references by telephone or in person to gain impression of applicant. Chairman will assign applicants to each committee member for interview. Some suggested questions to start the interview:

- a. What experience do you have as an embroiderer?
  - b. What experience do you have in teaching or presentation?
  - c. Have you held office or worked on committees in your Chapter, Region, or EGA?
  - d. Do you design?
  - e. Date information and applications to sent to the Chapter Newsletter editors. This must be at least three months before application deadline.
  - f. Application deadline. This is a hard deadline.
  - g. Applications distributed to committee members for interviews.
  - h. Date of selection meeting.
  - i. Date of notification of applicants of acceptance or rejection.
  - j. Date by which scholarship must be used.
  - k. Deadline for recipient to report on the project generated by the scholarship.
6. Keep all information gathered by the committee confidential.
    - a. Send information and applications to Chapter Newsletter Editor at least three months before the submission deadline.
  7. Interview the applicants and their references by telephone or in person to gain an impression of the applicant. Chairman will assign applicants to each committee member for interview. Some suggested questions to start the interview:
    - a. What experience do you have as an embroiderer?
    - b. What experience do you have in teaching or presentation?
    - c. What inspires you to stitch?
    - d. Have you held office or worked on committees in your Chapter, Region or EGA?
    - e. What experience do you have in designing?
  8. Discuss the applicants as a committee to make selection of recipient(s).
    - a. Develop criteria for selection of recipient(s) if granting body has not already done so. Some criteria to consider (not in any order):
      1. Consider the applicant who has given of herself and her talents to EGA.
      2. Consider the applicant who is new and shows potential.
      3. Consider the applicant who will gain the most from the experience.
      4. Consider the applicant who will return the most to EGA.
      5. Consider the quality of the proposal.
      6. Consider other factors important to the granting body or the committee.
    - b. Discuss the criteria for a successful applicant before considering the selection.
    - c. Keep all discussion of applicants confidential.
    - d. Use both mainly subjective reasoning in making the selection.
    - e. Each committee member presents her impressions of the applicants she interviewed.
    - f. Keeping in mind the criteria decided upon, discuss the applicants relative merit.
    - g. Chairman will keep the committee focused.
    - h. Final selection may be made by consensus or by vote of the committee members.
  9. Send letters of selection to successful applicants. Send letters to non-successful applicants to let them know they were not chosen and encourage them to apply at another time.
  10. Send letters to the Presidents and Newsletter Editors of the Chapters of the applicants selected to receive the scholarships.
  11. Report the selections to the Executive Board of Directors and the Region Board.
  12. Notify the Region Newsletter Editor of the scholarship selections.
  13. Notify the Region Treasurer of the selections.

**T. The Seminar Site Committee:**

Be appointed by the Region Director, to serve ad hoc, and be approved by the Region Executive Board for the purpose of selecting a site for that Seminar Chairman's seminar.

**VII. CHAPTER RESPONSIBILITIES TO THE REGION**

Chapters should send a delegate to the Region Meetings. These are held three times a year unless otherwise ordered by the Executive Board of Directors. The Annual meeting is the third Region Meeting of the year. The purpose of the annual meeting is to elect and install officers and receive reports from the officers and standing committee chairmen of the Region.

**A. The Chapter President:**

- a. Is expected to attend the Region Board Meetings.

- b. Shall provide time at chapter Board meetings and general meetings for the Chapter Region Representative to report Region news and to make sure all papers from the Region folders are distributed appropriately.
  - c. Shall ascertain that the Annual Chapter Profile is prepared and sent to the Region Director by the Chapter Region Representative.
  - d. Shall ascertain that the minutes of Board and General Chapter meetings are sent monthly to the Region Director.
  - e. Shall ascertain that the newsletter is sent as published to the Region Director, Assistant Region Director, Education Coordinator, Community Outreach Chairman, Communications Chairman, Newsletter Editor, and the EGA Newsletter Reviewer.
- B. The Chapter Region Representative:**
- 1. Be elected or appointed by the Chapter. Any Chapter member may serve.
  - 2. Serve on the Region Board as the Chapter Representative.
  - 3. Be familiar with the Bylaws, Policies and Procedures of the Region.
  - 4. During roll call, inform the Secretary of the number of Chapter in attendance and who will be voting that day.
  - 5. Cast the Chapter vote and voice its opinions. Follow instructions included with the ballot to return marked ballot.
  - 6. Report on the Region Board meeting and other Region activities to the Chapter membership: write a column for Chapter Newsletter, and pick up and distribute appropriately all papers from the Region Chapter folders from each Region Meeting.
  - 7. Be a member of the Chapter Board.
  - 8. Keep the Region Handbook current.
  - 9. Report concern of the chapter to the Region Director and Region Board.
  - 10. Prepare and send the Annual Chapter Profile to the Region Director at the end of the calendar year.
  - 11. Train the successor.
  - 12. Forward files to successor accompanied by a report on current activities and needed follow up action.
  - 13. Select a Region member familiar with the files to be called in case of personal emergency and record this name with the Chapter Secretary.
- C. The Chapter Education Chairman:**
- 1. Serve on the Region Education committee and attend Region Education Meetings.
  - 2. Report completion of EGA educational programs by the chapter or members of the Chapter to the Region Education Coordinator.
  - 3. Report regularly to the Chapter the activities and offerings of the Region Education Committee.
  - 4. Report any problems with EGA educational programs to the Region Education Chairman.
- D. The Chapter Program/Workshop Chairman:**
- 1. Is expected to attend Region Board Meetings.
  - 2. Shall share current chapter program and workshop information with other Chapters using the "Chapter Program Report" form at each Region Board Meeting.
- E. The Chapter Secretary** shall send copies of the Chapter Board and general meeting minutes to the Region Director each month. Do not wait for them to be corrected.
- F. The Chapter Treasurer:**
- 1. Prepares and sends the Annual Financial Report to the Region Director and EGA Headquarters by February 15 of each year.
  - 2. Remits Region dues to the Region Treasurer at the same time that EGA dues are paid for each Chapter member.
- G. The Chapter Newsletter Editor:**
- 1. Reserves space for the Chapter Region Representative to report Region news.
  - 2. If at all possible, publishes information about Region educational events.
  - 3. Sends copies of the Chapter newsletter as published to Region Director, Assistant Region Director, Education Coordinator, Community Outreach Chairman, Newsletter Editor, and EGA Newsletter Reviewer. It is highly recommended that Chapter share its newsletter with other Region Chapters.
  - 4. If the Chapter does not have its own Website, ensure that the Region Communication Chairman receives, at least quarterly, correct and updated information to be added to the Region Website.

## **IX. NOMINATING COMMITTEE PROCEDURES**

- A. The Nominating Committee shall elect a Chairman from its members at its first meeting.

- B. All deliberations of this committee are independent of the Executive Board of Directors and Region Board and are confidential.
- C. Official meetings of the Nominating Committee shall be in person, by telephone conference call, by telephone call, or by e-mail, with each member notified of the time and date. A majority vote is necessary to make a decision.
- D. If any of the Nominating Committee members feels there is impropriety in committee actions, she shall notify two members of the Executive Committee. It shall be their duty to bring the matter to the attention of the Executive Board of Directors for investigation and possible action.
- E. The Chairman of the Nominating Committee shall solicit, secure, and maintain a file of current resumes as needed. No unsolicited resumes shall be accepted after the first meeting of the year for a slate of officers to be presented at the second meeting of the year.
  - 1. The Chairman shall request resumes from each member of the Executive Board of Directors and the Region Board.
  - 2. The committee shall request names of potential candidates from Chapter Presidents.
  - 3. Equitable geographical representation is a vital guideline.
- F. Current and prospective Board members shall be interviewed by at least two Nominating Committee members either in person or by telephone conference call. No committee member shall interview a prospective candidate until after the other members have consented to the interview.
- G. Membership on the Nominating Committee precludes selection as a candidate for Region office. Committee members are encouraged to submit resumes by the specified date.
- H. Prospective candidates shall:
  - 1. Be asked to accept a nomination only after deliberation by the entire committee is complete.
  - 2. Be asked to maintain confidentiality regarding the potential nomination until advised otherwise by the Chairman of the Nominating Committee.
  - 3. Be notified of their standing prior to the second Region Board Meeting of the year.
- I. The Nominating Committee Chairman shall contact each candidate by telephone with the offer of nomination. Calls shall be placed immediately following the Nominating Committee meeting. The call shall be followed up immediately with a letter of notification including a current job description. Written response shall be requested of the nominee within two weeks of receiving the letter.
- J. No one is to discuss the slate outside of the committee until after its announcement to the Executive Board of Directors.
- K. The Nominating Committee Chairman shall announce the slate of officers when she reports at the second Region meeting of the year. Copies of the slate shall be sent to the Chapters with the minutes of the second Region meeting of the year.
- L. Nominations from the floor shall be accepted only at the second Region meeting of the year.

**X. AMMENDMENTS**

These policies may be amended by a majority vote of the Region Board at any regular meeting.