

GREATER PACIFIC REGION SEMINAR POLICIES AND PROCEDURES

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INTRODUCTION

These GPR Seminar guidelines are provided as guidance for conducting the Region Seminars. All of it is considered **POLICY**. Policy must be followed.

The Greater Pacific Region Seminar Guidelines is a tool to help you in Seminar planning. Use it as the basis for your event but sprinkle your Seminar with the unique spices of your Committee. If you have questions, contact your Region Director and the Seminar Chairman.

The Region Director shall maintain a complete, updated copy of the Region Guidelines from National plus this document at all times. All revisions and updates must be distributed to successive Seminar Chairmen as needed. **It is imperative that the Seminar Chairman shall copy appropriate sections for the Committee Chairmen as needed.**

If anyone breaks up this document for any purpose into separate sections, this Introduction page **MUST** be included.

SPECIAL NOTE REGARDING FOREIGN TEACHERS

The Foreign Teacher with Visa and Foreign Teacher with Business Visa contracts are **mandatory** and shall not be changed. To hire a foreign teacher, it is necessary to ask the teachers which type of visa they will be using to enter the USA. The Seminar Chairman will submit the foreign teachers' names to EGA Headquarters before sending contracts to these individuals. EGA Office Manager will contact the teachers to learn their visa status and that information will be sent to the Seminar Chairman immediately on receipt. The proper contract will be sent to the foreign teacher by the Seminar Faculty Committee Chairman.

Once a signed contract is received from the foreign teacher, it is sent to the Office Manager at EGA Headquarters for submittal to US Immigration & Naturalization Service (INS).

Note: This entire process requires six months to complete. The required INS processing fee of a minimum of \$110.00 is the responsibility of the Region Seminar. It is imperative that enough time be allowed to prepare and submit the proper documentation. {7/99}

SECTION I

A. GREATER PACIFIC REGION SEMINAR POLICIES AND PROCEDURES

1. GENERAL SEMINAR POLICIES

- a. All Regions are encouraged to conduct educational Seminars at such times and in such locations as shall meet the needs of its members. GPR will conduct a Region Seminar as designated at a Site and time approved by the Region Board. A Site Committee will be appointed by the Region Director to accomplish this task. The Site and times shall be presented to the Region Executive Board for approval at the first Region meeting of the year, approximately 29 months prior to the planned Seminar.
- b. Every effort must be made to avoid scheduling Region Seminars in conflict with national Board sessions and other Seminars. To avoid conflicts, all EGA Seminar dates shall be registered with EGA Headquarters by the Region Director.
- c. A Seminar Executive Committee, composed of key personnel, shall make major decisions. Refer to Organization in SECTION II for the composition of the GPR Seminar Executive Committee.
- d. The Seminar Chairman shall be the liaison between the Seminar Committee and the Region.
 - (1) The Seminar Chairman is directly responsible to the Region Director and the Region Board
 - (2) The Region Director and the Assistant Region Director are *ex-officio* [voting] members of the Region Seminar Committee.
 - (3) Consult Region bylaws and/or policies for special circumstances
- e. At the discretion of the Region Board of Directors, the Seminar Chairman may serve as an *ex-officio* member of the Board. The Board shall determine the rights and privileges of the *ex-officio* member. She shall not hold any other office with the host unit during the year of the Seminar.
- f. Meeting notices and minutes shall be sent to the Region Secretary and every member of the Region Seminar Committee. The Seminar Secretary shall send the minutes no later than 14 days after a meeting.
- g. A copy of the final Region Seminar report, including the complete financial statement, shall be sent to the Region Director within 120 days of the close of the Seminar.
- h. All contracts and services for Region Seminars, including faculty contracts, shall be approved and signed by the Region Director.
- i. All students enrolled in EGA Seminars at any level shall be members of EGA.
- j. The Registrar shall make class assignments in a blind random manner with no preference to anyone.
- k. Since official meetings are held in conjunction with Seminars, space shall be held open for officers, Board members, and representatives from the Chapters. Each member shall be asked to note on her registration form "Officer, Board member, or Chapter Representative." Space shall be held only until a specified date. Only space at the Seminar and not space in a specific class, nor hotel space shall be assured. All rules concerning deadlines shall be followed.
- l. All sales at Region Seminars, except Boutique/ Bookstore, GPR Seminar logo items, the current GPR logo items, and EGA products, shall take place on Merchandise

Night. No teacher or Seminar participant may sell items from her room or in a classroom.

2. SEMINAR FINANCIAL POLICY

- a. The Region Seminar Chairman and Seminar Treasurer shall keep the Region Director and Assistant Region Director up-to-date concerning all aspects of the Seminar and its finances.
- b. Each request for loan monies after initial payment shall be accompanied by an approved up-to-date financial Budget. Monies for Region Seminars shall be requested from and approved by the Region Director or other officer specified in Region policy.
- c. Each Seminar shall maintain a separate checking account.
- d. The Seminar Budget Chairman with the Seminar Chairman and the Seminar Treasurer shall prepare budget and accounting reports of seminar expenditures quarterly. During the final year, monthly treasurer's reports shall be prepared. Region Seminar Treasurer's reports shall be sent to the Region Director, Assistant Region Director, Seminar Chairman and Region Treasurer.
- e. Budgets shall be revised as needs change. Whenever Budgeted line items vary in a substantive manner, the change shall be reflected in a line item Budget change sent to the Region Director, Assistant Region Director and any other officer specified by the Region Board. When several line items have changes or whenever line items are added, a total Budget revision shall be sent.
- f. Teacher and Lecturer Payment Reporting Forms (1099 MISC) shall be postmarked to EGA Headquarters within 14 days of the close of Seminar.
- g. A copy of the final Seminar Financial Summary shall be attached to the Region's Annual Financial Report. A copy of this summary shall be sent to each Chapter representative.
- h. Under no circumstances shall a Seminar Committee accept personal loans.
- i. Loan money shall be repaid within 30 days of the opening of registration.

3. SEMINAR FACULTY POLICY

- a. Only classes teaching techniques using a needle with an eye or judging, exhibiting, teaching techniques, and classes, which are art-related, shall be offered at seminars. Exceptions may be made with the approval of the Region Director or other designated officer as specified by the Region Board.
- b. A teacher need not be EGA certified, an EGA member, or even an embroiderer to teach at a seminar. Written proof of insurance shall be required from each non-EGA teacher.
- c. The procedure for contracting with foreign teachers as outlined in Appendix IV-B shall be followed.
- d. The Faculty Committee shall consult with the National Director of Education for approval before contracting a teacher.
- e. The Faculty Committee shall consult with the Director of Education for approval before contracting an instructor to give a judging workshop or program.
- f. All teachers shall be paid the same amount for the same event. A daily rate shall be established and paid to all teachers with the total amount dependent upon the number of days of teaching.

- g. A teacher may be contracted to teach for a part of the Seminar. If a teacher attends the remainder of the Seminar, teacher shall pay the standard Seminar rates for the portion attended.
- h. Only members registered for the class may purchase the kit for that particular class.

4. SEMINAR PUBLICITY

- a. Written permission to publicize copyrighted materials by way of a web site shall be obtained prior to publication of such materials on a web Site. This written permission shall be included in any Seminar teacher or education contract.
- b. Seminar logos must include the EGA trademark (logo). Prior to usage, Seminar logos must be submitted to the Product Design and Sales Committee for approval. (Ref. I.E.I, for specific logo information.)

5. SPECIAL EVENTS – SEMINARS

- a. Merchandise Night
 - (1) The Region Board shall determine who is eligible to attend Merchandise Night: EGA members, the general public, and/or other people or groups as the Region designates.
 - (2) All merchants shall adhere to local and state sales tax laws.
 - (3) A Committee appointed by the Seminar Chairman shall determine the eligibility of items for sale on Merchandise Night.
- b. Seminar Newsletters
 - (1) The text of any Seminar newsletter must be approved by the Seminar Chairman to ensure it conforms to EGA policies.
- c. Tours
 - (1) A volunteer member leading a bus tour at a seminar shall not be charged for a tour ticket.

6. GENERAL POLICY INFORMATION

- a. The Region Director shall check the dates of the Seminar with the master calendar through EGA Headquarters before final scheduled Seminar dates are set.
- b. The Region Director shall complete a copy of the Calendar of Events form for Master Calendar, and return it to EGA Headquarters for inclusion in the Master Calendar (Attachment, Form IA.).
- c. The Seminar Committee Chairman is directly responsible to the Region Director and the Region Board. The Region Board is defined as the body, which has the voting power to make Region decisions and policy.
- d. The Region Director and Assistant Region Director are ex officio members of the Seminar Committee. Ex officio is defined as a voting member.
- e. The Region Seminar Chairman is an ex officio member of the Region Executive Committee.
- f. Meeting notices and minutes shall be sent to the Region Director, Assistant Region Director, Region Treasurer and Region Secretary.
- g. The final Seminar report, which includes the complete financial report, shall be sent to the Region Director within 120 days of the close of the Seminar.

- h. All contracts for services for Region Seminar shall be approved and signed by the Region Director. This includes all faculty contracts, hotel contracts, Bookstore, Boutique and any service that is necessary to conduct the Seminar.
- i. All registered seminar participants shall be EGA members.
- j. The Seminar Chairman shall provide adequate space for the Region business meeting and other official functions that take place at Seminar. This list can include the Region Board meeting, space for Exhibit, and Fund Raising activities.

B. TIMELINE FOR SEMINAR PREPARATION

44 MONTHS

- Seminar Site Committee appointed

32 MONTHS

- Seminar Chairman installed as mandated by the Region bylaws.
- Seminar Executive Committee approval by Region Executive Committee
- First loan installment to Seminar Committee from Region
- Seminar Executive Board selects theme

28 MONTHS

- First Week: List of potential Faculty furnished to National EGA Director of Education
- Seminar Site and dates approval by Region Executive Board of Directors
- Announcement of Site, dates, and theme
- Issue notice to Apprise, NETA, Needlearts, etc. for prospective teachers
- Call to Chapters to suggest prospective teachers
- Faculty Chairman and Seminar Chairman prepare invitation for proposals from teachers

26 MONTHS

- Seminar Executive Board begins meeting regularly
- Seminar logo selected by Seminar Board and presented to National EGA Product Design and Sales Committee
- Faculty Chairman sends out proposal letters

24 MONTHS

- Final logo presented to Region Board
- Call issued for stitched logo design contest
- Initial Budget approved by Region Board

16 MONTHS

- Complete Seminar Board begins regular meetings on or before this time
- Seminar activities assigned to Chapters at first full Seminar Committee meeting
- Stitched logo selection made by Seminar Board and presented to the Region

14 MONTHS

- Seminar Budget approved by Region Executive Board of Directors
- Additional loan installment to Seminar Committee by the Region
- Last Week: Faculty proposals due

13 MONTHS

- First Week: Class selection Committee chooses all classes

- Second Week: Photograph chosen class pieces if they are not done during selection
 - Third Week: Notify Faculty of acceptance or rejection with return of all proposals
- 11 MONTHS
- Faculty contracts due back
 - Photographs for brochure approved by Seminar Chairman, Faculty Chairman, Region Director, Assistant Region Director and Brochure Chairman
- 10 MONTHS
- Seminar brochure approved by Seminar Committee
- 8 MONTHS
- Brochure distributed to Chapters, Seminar Executive Committee and Faculty
 - Registration opens
 - Full payment or first installment due with registration form
- 5 MONTHS
- Last Week: First day registration closes
 - Last Week: First day registration with payment in full or first installment if paying by installments
- 4 MONTHS
- Registration closes for purposes of making first day class assignment
 - Space available registration remains open until cancellation date
- 3 MONTHS
- First Week: Necessary class cancellations decided by Seminar Chairman, Registrar, and Faculty Chairman. Class assignments made by Registrar after this
 - Second Week: Faculty Chairman's letter to teachers confirming class status mailed
 - Second Week: Registrar's letter confirming class assignments and account status mailed
 - Registrar furnishes information collected from registration forms to those responsible for various seminar activities
- 2 MONTHS
- Kit fees and second installment payment due
- 1 MONTH
- Registration closes four to six weeks before Seminar
 - Third installment payment due approximately six weeks before Seminar
 - Cancellations after registration closes will not be refunded except in case of extreme emergency as determined by Seminar Executive Board
 - Seminar refunds will be made by check within 60 days after the close of Seminar and will not include the non-refundable fee
- + 60 DAYS
- All Seminar Committee Chairmen send final reports to Seminar Chairman
 - Audit Seminar Treasurer's financial records
- + 120 DAYS
- Complete financial statement for Seminar furnished to the following: Region Director, Assistant Region Director, Region Treasurer, and National EGA Vice President Operations
 - Any funds remaining returned to Region Treasurer
 - Seminar bank account closed

C. ATTACHMENTS:

IA Calendar of Events Form

IC Letter of Agreement for financial responsibility of special events

NOTE: Time lines are included for some jobs.

SECTION II

A. ORGANIZATION

1. Greater Pacific Region sponsors a Region Seminar at a site and time as designated by the Region Board. There shall be no GPR Seminar in a year when GPR sponsors a National EGA Seminar.
2. The Seminar Chairman is elected and then installed by the Region Board at the annual meeting three years prior to the Seminar, which she/he chairs.
3. The Seminar Executive Committee is composed of the elected Seminar Chairman, Region Director, Assistant Region Director, Seminar Chairman elect (ex-officio) and other members who are appointed by the Seminar Chairman and approved by the Region Executive Committee. These members shall be a Secretary, Treasurer, Budget Chairman, Registrar, Faculty Chairman, Brochure Chairman, Publicity Chairman, and (optional) Facilities Coordinator
4. The Seminar Committee shall plan, schedule, publicize, and conduct a Seminar promoting excellence in needlework.
 - a. No member shall serve on more than two Seminar Executive Committees consecutively except the Chairman, Region Director, and Assistant Region Director. A Seminar Executive Committee member may not serve in the same position for two consecutive seminars.
 - b. The Seminar Executive Committee is responsible for:
 - (1) Selecting the theme and name for the Seminar, which shall be approved by the Region Board. See timeline.
 - (2) Facilitating the logo selection. For logo line drawing, stitched logo etc. see timeline for dates
 - (a) Seminar logos shall include the EGA logo. The EGA logo is considered to be either the entire name – The Embroiderers’ Guild of America, Inc., EGA, or the EGA logo. The Seminar logo shall be submitted to the EGA Product Design and Sales Committee for approval prior to being used. See time line.
NOTE: This process should take place at least 26 months before date of Seminar.
 - (b) Control of Seminar logo items rests with the Seminar Committee acting for the Region.
 - (c) Only the Seminar Committee, acting for the Region, may produce and sell any Seminar logo item.
 - (d) All logo usage must conform to national requirements. The logo must be approved by national prior to usage.
 - (e) The Seminar Chairman upon approval shall make available a copy-ready copy of the official Seminar logo to each member of the Seminar Executive

Committee. This print ready logo may be requested by any member of the Seminar Committee but its use in any way except as stationery **MUST** be approved by the Seminar Board. A call for a stitched logo contest will be issued to the Region's Chapters (see timeline). Final selection is made by the entire Seminar Committee and presented to the Region Board.

- (f) Excess revenues, in accordance with Region policy, remaining at the end of the Seminar shall be returned to the Region Treasurer, with a copy of the complete audited Seminar financial statement within 120 days of the close of Seminar. Such revenues shall be disbursed as approved by the Region Board.
- (g) Setting the dates for registration and cancellation with refund.

B. SITE SELECTION

1. The Site Committee is composed of a Chairman, who is appointed by the Region Director, and Committee members, from diverse geographical areas, whom the Chairman selects and the Executive Committee approves. The Committee shall search for seminar sites and shall submit a minimum of three site proposals to the Region Board as directed.
2. The Site Selection Committee will find an appropriate Seminar facility. It can be a hotel facility, a college site, or other convention type of facility that meets the criteria of the Region as stated below under
3. Needs are defined as adequate number of sleeping rooms, dining facilities to service anticipated banquet(s), purchased meals, well lighted classrooms which are as sound proof as possible, and other function/event rooms as needed.
4. Site requirements can differ from location to location.
5. Hotel accommodation information can be obtained through local convention and tourist bureau.
6. Basic information as applicable:
 - a. Date of event
 - (1) Suitable location – easily accessible by car, air, and other transportation
 - (2) Availability of meeting rooms
 - (3) A room for Region Board meeting at no or minimal cost
 - (4) Adequate classroom space at no or minimal cost
 - b. Boutique/Bookstore room(s)
 - c. Region Exhibit and Fund Raising Committee function
 - d. Number of participants expected to attend (to project needed sleeping rooms)
 - e. Availability of food service

C. HOTEL, CONVENTION CENTER & CAMPUS SITES: BASIC REQUIREMENTS

1. Information basic to both hotel and college sites

- a. Adequate number of sleeping rooms
- b. Adequate dining facilities for banquet(s) and all other meals
- c. Well lit, sound proof classrooms
- d. Handicap accessible
- e. Proximity to major highways and airports
- f. Availability of ground transportation (taxis/vans, etc.)
- g. A suite or room suitable for holding Region and/or Seminar business meetings during Seminar will be provided

- h. Space should be held open for meetings in conjunction with Seminar
 - i. Registration and Hospitality area
 - 2. Additional Concerns for College Campus Site**
 - a. Campus or Convention Site Facilities also need to meet the needs of the Seminar. Besides all of the basic needs listed above include:
 - (1) Sleeping rooms that are air conditioned or well ventilated
 - (2) Adequate bath and toilet facilities
 - (3) Adequate linens
 - (4) Adequate electrical outlets
 - b. Make sure all agreements are in writing, especially revisions of contracts
 - c. Convey specific needs to Site
 - d. General schedule of meetings, Banquets, etc. should be brought to all meetings with hotel/college/convention center staff
 - e. Classroom list
 - (1) Other Necessary Information Specific requirements per class
 - (2) Lighting
 - (3) Class setup
 - (4) Adequate electrical outlets
 - f. Arrange for Facilities Chairman to deal with daily needs and advise hotel/college/convention center of this contact person who can make schedule changes and decisions.
 - g. If free (comp) rooms are available, these complimentary rooms should be allocated to the Seminar Chairman, Faculty Chairman and Registrar. (The Region shall reimburse the Region Director for lodging and per diem expenses while she attends the Region-sponsored Seminar as established by the Finance Committee in the Budget. See Region P's and P's section IV, E, 9)
- NOTE: Hotel personnel often change from year to year. Get everything in writing. Be prepared to produce signed, written proof of any agreements made.***

D. SEMINAR CHAIRMAN – Job Description

Qualifications: *The Seminar Chairman shall have prior administrative experience, be capable of dealing with large groups of people, and be able to delegate responsibilities. She shall be provided with a copy of Region Seminar Guidelines.*

1. Be elected and serve through the filing of the “Seminar Financial Report,” with EGA for the Seminar that she/he chaired. See Region P’s and P’s for basic Region job description under V. Committee compositions and charges: G. Seminar Chairman
2. Report to and directs questions on seminar policy to the Region Director for interpretation
3. Sign Letter of Agreement (IC) of Financial Responsibility for the Seminar
4. Serve as Chairman of the Seminar Committee and Seminar Executive Committee
 - a. Report all activities in a timely manner to the Region Director and Assistant Region Director
 - b. Make quarterly reports from time of appointment until 1 year before Seminar, then monthly reports are required during the year prior to Seminar
5. Serve as ex-officio member of all Seminar Committees and work with all Chairmen to interpret Region policy, answer questions and monitor all activities

6. Request loan money according to the time line from the Region
7. Inform the Region Board, the Region Director and Assistant Region Director regularly of all aspects of the Seminar and its finances
8. Ensure that all documents are sent in a timely manner to the Region Director
 - a. Meeting notices
 - c. Minutes of all Seminar Committee meetings within 14 days
 - d. Final report sent to Region Director within 120 days after close of Seminar
9. Coordinate with Seminar and Region Treasurers, Seminar Budget Chairman
 - a. Establish a Seminar Budget
 - b. Monitor expenses and work within the budget
 - c. Make budget adjustments as needed
10. Provide each Committee Chairman with a copy of the seminar budget
11. Take the line drawing of the logo when it has been selected by the Seminar Committee and have it cleaned up as print ready
12. Use the copy ready logo to make stationery for anyone who requests it. (This stationery can easily be made on a computer and files emailed to committee members who need it. You must use a laser printer if you intend to print copies and put them back through a printer. No envelopes are necessary as everyone provides their own.)
13. Provide each officer and committee member with a copy of the seminar timeline and their job descriptions
14. Work with Faculty Chairman to prepare contract(s) and submits contracts(s) to the Region Director for approval and signature
15. Work with Boutique/Bookstore Chairman to negotiate contract(s), submitting the contract(s) to the Region Director for signature

NOTE: All contracts and services for Region Seminars, including Faculty contracts, shall be approved and signed by the Region Director.
16. Acquaint self with facility
 - a. Review all negotiations
 - b. Familiarize self with facility contracts, including complimentary room policy
 - c. Confer with the Region Director on room use
17. Work with Region Committees to facilitate region events that are held in conjunction with the Seminar
18. Assist Banquet Chairmen in planning for all food activities. Presides at each banquet or special function
19. Schedule and chair wrap up meeting(s) during seminar week
20. Invite next Seminar Chairman and Committees to attend wrap up meeting(s)
21. Issue an invitation by phone or mail for next Seminar Chairman to attend ALL meetings, functions and planning sessions of the present Seminar Committee
22. Prepare final report to be sent to Region Director and the next Seminar Chairman within 120 days of closing of Seminar. This report should include a copy of the final timeline used for this Seminar.

E. SEMINAR CHAIRMAN ELECT – Job Description

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 as well as the current Seminar Board and Seminar Executive Committee as an ex-officio member
3. Follow the job description of Seminar Chairman as appropriate for the Seminar she will chair

F. SECRETARY – Job Description

1. Take minutes at each Seminar Board meeting and send them out to each Committee member within 14 days of the last meeting
2. Prepare the official roster of Seminar Committee members and keep it current. Give a roster to each Committee member and give them frequent updates either as a full roster or include corrections and additions in the minutes
3. Prepare an agenda for the Chairman and each member of the Committee to use at each meeting
4. Send call to meeting to each member of the Committee
5. Have forms ready for motions so each member can have one copy and pre word any motions
6. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer
7. Prepare final report to be sent to the Seminar Chairman within one month of the closing of Seminar This report should include a copy of the final job timeline used for this Seminar

G. TREASURER – Job Description – see SECTION III Finance section D

H. BUDGET CHAIRMAN – Job Description - see SECTION III Finance section D

I. FACULTY CHAIRMAN – see Section IV Faculty Chairman – Job Description

J. REGISTRAR – Job Description – see SECTION V Registration

K. BROCHURE CHAIRMAN – Job Description see SECTION VI – PUBLIC RELATIONS

L. FACILITIES COORDINATOR (optional) – Job Description see SECTION VII

M. ATTACHMENTS:

IIA Hotel Worksheet

IIB Site Requirements – Region Seminars

IIC Sample Event Schedule and Room Requirements

SECTION III – FINANCE

A. GENERAL REGION POLICY

1. The Region will reimburse the Region Director for lodging and per diem expenses while she attends the Region–sponsored Seminar as established by the Finance Committee in the Region Budget. See Region P’s and P’s section IV, E, 9.
2. The Region Treasurer shall conduct an audit of all Seminar moneys after the books have been closed, preferably before the financial report is filed with EGA. (see P’s and P’s section V.)
3. The Region permits no sales of merchandise during instruction at Chapter and Region meetings, workshops, or Region-sponsored Seminars.
4. The designation, “Inc.”, shall not be imprinted on any bank checks.

5. If a person has not made good on a bounced 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.
6. All money received for Region-sponsored activities shall be deposited within 30 days.

B. GENERAL SEMINAR POLICY

1. Seminar financial policies shall adhere to the Region Financial Guidelines with which the Seminar Treasurer shall be familiar. Seminar accounts shall be separate from other Region accounts. The first item on the seminar financial agenda is to create a budget to estimate seminar costs.
2. Loan monies shall come from the Region for region sponsored seminars. Initial loan money shall not exceed the amount set up by the Region Board bearing in mind the amount needed to maintain a bank account without a fee.
3. **The Region shall not make or accept any monetary loans of any kind to or from any individual, entity, member, chapter, satellite, or region. EXCEPT monetary loans may be made by the Region and accepted by one of its Chapters or a Region Special Event Committee (for hosting of a Region Special Event) pursuant to the provisions of the Region Bylaws, Standing Rules and/or policies and procedures.**
4. The E. I. # of the host unit (Region or Chapter) shall be used, and the account should be listed as “GPR Seminar ‘___’”
5. Loan monies for a Region Seminar shall be requested from and approved by the Region Director or other officer specified in Greater Pacific Region policy.
6. Good accounting practices shall be maintained at all times.
7. The Seminar Treasurer shall prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar.
8. All Seminar financial records shall be stored with Region Treasurer for 6 years.

C. SEMINAR TREASURER – JOB DESCRIPTION

1. Report to Seminar Chairman and Budget Chairman
2. Sign Letter of Agreement for Financial Responsibility to Region. (Attachment IC)
3. After loan money has been requested and received, open a checking account
 - a. Select a bank which offers the greatest benefits (i.e., high yield account with low or preferably no service charges). Checking account shall have at least 2 names on the signature card. NOTE: Use the E. I. Number of the Region and list the account shall as GPR Seminar ‘___’
 - b. Order checks imprinted with GPR Seminar ‘___’
4. Account for all monies received and all expenditures; establish and maintain a double entry book keeping system
5. Prepare financial statements for Seminar Chairman and each Committee Chairman
6. Prepare financial reports to be sent to the Region Director, Assistant Region Director, and the Seminar Chairman on a quarterly calendar basis until one (1) year prior; then the reports shall be submitted on a monthly basis
7. Keep the Region Director, Assistant Region Director, and Seminar Chairman up-to-date concerning all aspects of the Seminar finances
8. Repay all loan monies as soon as enough accumulates from registration

9. Pay all bills promptly including Faculty per diem, kit costs, teaching fee and travel where applicable
10. Deposit all monies upon receipt
11. Prepare reimbursement request form for distribution to Committee Chairmen
12. File Payment Reporting form (1099 – Misc.) information with EGA Headquarters within 14 days of close of Seminar. Include in packet to National
 - a. Copy of contract for each teacher
 - b. All receipts and memoranda used to compute check total
 - c. Original Payment Report form stapled on top
13. Prepare final financial report within 90 days of the close of Seminar
14. Forward closing balance to Region Treasurer 90 days after close of Seminar
15. Close bank account at the appropriate time
16. Prepare final report to be sent to Seminar Chairman within 90 days of closing of Seminar
17. Send Seminar ledgers, check books, bills and reports to Region Audit Committee Chairman within 120 days of the close of Seminar for audit and storage
18. The Seminar's complete financial statement shall be provided to the Region Director, Region Treasurer, and the EGA Vice President Operations within 120 days of the close of Seminar

D. SEMINAR BUDGET PREPARATION

1. The Seminar Budget Chairman shall work with the Seminar Chairman, and Seminar Treasurer to prepare a budget and final budget. Items for consideration in the planning process:
 - a. Faculty costs – salary, travel, room and board
 - b. Estimated expenses for printing, postage, telephone, bank fees, credit card fee, office supplies, and brochure
 - (1) IIIA Registration Fee Calculation
 - (2) IIIB Seminar Budget Work sheet
 - c. Current transportation costs
 - d. Additional expenses for invited guests
 - e. Seminar Chairman expenses including meal functions
 - f. Hotel Contracts
 - g. Decide the number of classes needed to serve the anticipated number of participants
 - (1) Consider the minimum number of students per class
 - (2) Consider the maximum number of students per class
 - h. compute Registration fees
 - i. Review of previous Seminar financial reports
2. Budget Committee job description
 - a. The Budget Committee is composed of the Budget Chairman, the Seminar Chairman, Region Director, Assistant Region Director, Registrar, Seminar Treasurer, and other members whom the Budget Chairman selects with the approval of the Seminar Chairman. These other members may be the previous Seminar's Budget Chairman, Seminar Chairman, and another member who is skilled in financial matters
 - b. The Committee shall formulate the budget by use of historical data, faculty and site contracts, input from those responsible for the various seminar activities, and any additional information necessary

- (1) Compute registration fees (tuition + room*&board/facilities* + pin-tote*+ banquets + administration exp.):
 - (a) The total cost of faculty (teaching fee* + transportation + facilities*) divided by the total number of anticipated students = tuition per student. Note: Pin and tote be included in this calculation if given to faculty. (* fees set by contracts)
- (2) Compute the break even point for a class:
 - (a) The total cost of faculty divided by the number of anticipated faculty = cost per teacher
 - (b) The cost per teacher divided by the tuition each student pays = the number of students necessary for a class to break even
- c. Provision for reimbursement of lodging and meals for the Seminar Chairman, Registrar, and Faculty Chairman may be made in the budget
- d. The budget must be submitted to the Region Executive Board of Directors for approval at least 15 months prior to Seminar
- e. All revisions to the budget shall be submitted for approval to the Region Director within 10 days

E. ATTACHMENTS

III A Registration Fee Calculation

III B Budget

III C Periodic Seminar Report

III D Telephone Log

III E Expense Reimbursement Form

SECTION IV – FACULTY

A. FACULTY CHAIRMAN – Job description

1. Work carefully with Seminar timeline
2. Work within the budget and make timely reports to Seminar Chairman, Region Director, Assistant Region Director and Seminar Treasurer
3. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
4. Appoint a Faculty selection Committee consisting of the Faculty Chairman, Region Director, Assistant Region Director, Seminar Chairman, Brochure Chairman, Registrar, and three additional members, drawn from as large a geographical area as possible. **THE NAMES OF THIS COMMITTEE'S MEMBERS SHALL NOT BE DISCLOSED**
5. Work with Seminar Chairman to prepare letter of invitation to submit teaching proposals for distribution to Chapters, teachers, Apprize, NETA, Needle Arts, and any other appropriate publications 29 months prior to the Seminar. Check publication deadlines. (ATTACHMENT IVA)
6. Work with Seminar Chairman to prepare a list of EGA and other prospective teachers to be invited
7. Consult with Seminar Chairman, Region Director and Assistant Region Director to determine any special classes

8. Work with the Seminar Chairman to prepare a list of teachers submitting proposals. Send the Region Director the list, who in turn sends it to the national Director of Education for recommendation
9. Use the proposal rating system to be followed by the Faculty Selection Committee. (ATTACHMENT IVK)
10. Receive proposals, prepare them for review by the Faculty Selection Committee and verify that teachers have sent items needed for consideration
11. Chair the Faculty Selection Committee. Compile proposal ratings and select a tentative seminar faculty with the Selection Committee
12. All proposals shall be returned via UPS or priority mail, with insurance of up to \$100, whichever is less expensive. Extra insurance requested by the submitter shall be paid by the submitter with a check enclosed with the proposal. International proposals shall be returned via first class mail
13. Send Teacher(s) Contract (See list of attachments to Sec. IV for page number) with Letter of Acceptance (IV. C) or send Letter of Regret (non-selection, IV. D) with returned proposals
14. Forward all faculty contracts for Region Director's signature
15. Prepare a teacher information packet and date reminder list (attachment IV. D) for teacher and a copy for the Seminar Chairman
16. Work with Brochure Chairman to arrange for photography of projects, if needed
17. Submit the teacher resumes and class descriptions to the Brochure Chairman
 - a. Maintain contact with Seminar Chairman and Registrar who monitors class size
 - b. Contact teachers as needed to cancel or change class size
18. Visit Seminar facility with Seminar Chairman to assign classrooms
19. Notify Facilities Chairman and Equipment Chairman of any special needs
20. Notify Bookstore Chairman of any books suggest by faculty. Prepare schedules of equipment usage as needed
21. Plan a faculty meeting at Seminar to
 - a. Introduce angels
 - b. Discuss policies of Seminar
 - c. Emphasize the rules regarding sales of supplies other than at Merchandise Night
22. Monitor classes during Seminar and assist as needed
23. Be responsible for and be the primary person for Faculty. That includes monitoring:
 - a. Transportation
 - b. Lodging in a member's home or extra hotel night if no transportation to teacher's destination is available after class on last day of Seminar
 - c. Kits, if sent ahead of time
24. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
25. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

B. FACULTY SELECTION COMMITTEE

1. THE NAMES OF THIS COMMITTEE'S MEMBERS SHALL REMAIN CONFIDENTIAL. The Faculty Selection Committee is composed of the Chairman who is the Faculty Chairman, Seminar Chairman, Region Director, Assistant Region Director, Brochure Chairman, Registrar, and three additional members, appointed by the Faculty

Chairman and approved by the Seminar Chairman. These members shall have been exposed to a large variety of classes, teachers, and techniques, and shall be drawn from as large a geographic area as possible. No one may serve on this committee who has submitted a proposal to teach.

2. The Faculty Selection Committee is responsible for choosing the all classes to be offered. Offerings should include a color and/or design class. A variety of techniques and ability ranges are desirable. A guideline for ability ranges is Beginning: 20%, Intermediate: 50%, Advanced: 30%. All classes shall be chosen during the same selection session.
3. The Committee may only select classes that have not been taught within one year prior to Seminar in the geographic area encompassed by the Region with the exception that one pilot class may have been taught.
4. Proposals selected for two and four-day classes may not be taught in the geographic area encompassed by the Region for 60 days after Seminar.
5. No teacher who plans to submit a proposal to teach shall serve on the Faculty Selection Committee. However, inviting a certified or experienced embroidery teacher, who is not submitting, to serve on the committee, may add depth of knowledge.
6. The Region Director and the Seminar Chairman shall approve the class selections.
7. **ALL FACULTY NAMES AND CLASS SELECTIONS SHALL REMAIN CONFIDENTIAL UNTIL CONTRACTS HAVE BEEN SIGNED AND RETURNED.**

C. FACULTY SELECTION PROCEDURES

1. Faculty Chairman receives proposals, opens and checks each proposal for completeness, correct format and returns postcard, if enclosed. The Faculty selection Committee may reject incomplete or faulty proposals. Incomplete or faulty proposals are those proposals that do not include the items listed in the original letter sent to the proposing teachers. If a postcard is sent by the proposing teacher, this first look at the proposal by the Faculty Chairman is the time to return it to the proposing teacher. Please carefully check the proposal for any damage before returning the postcard.
2. Each proposal meeting the requirements shall be numbered and logged into a master log. Proposals can be arranged alphabetically and boxed with evaluation sheet attached. One evaluation sheet per proposal ensures that all members of the committee are viewing and evaluating the same proposal. Incomplete or faulty proposals should be logged in a separate section from those being considered as possible class selections.
3. Once the proposal deadline has been met and the master list is complete, the list of teachers shall be sent to the Seminar Chairman and Region Director.
4. Each member of the committee shall be afforded time to read and rate each proposal. The ratings must be done in one time period at one location. **Each member should work alone in the initial review of the proposals.** There should be very little or no verbal exchange in this first process.
5. Ratings sheets shall be totaled and averaged. Those with an average rating of 4 or more shall be set aside for further study. Save all rating sheets as some proposals with lower ratings may need to be reviewed a second time.
6. After the tally of the rating sheets, the Faculty Selection Committee should now convene as a whole to examine and discuss the proposals. The faculty must be selected based on

proposal, knowledge of the teacher's ability and credentials, kit cost, and the need to balance offerings among the various needlework techniques.

7. All actions shall be agreed upon by the Faculty Selection Committee.
8. Remind the **Faculty Selection Committee to consider the number of projected students when considering the number of teachers selected.** For example, a seminar with a potential attendance of 100 should select no more than 10 teachers.
9. Letters of acceptance or regret must be sent to the teachers with the prompt return of the proposals, if not before.
10. Approved contracts may be sent at the same time the proposals are returned to the prospective teachers. If contracts are not sent with returned proposals, they should be sent within two weeks of proposal return date. Upon signature and return by teacher, the contracts are signed by the Faculty Chairman and Seminar Chairman then forwarded to the Region Director for signature.
11. All proposals shall be carefully checked against the master log as they are packed, ensuring that each teacher receives all submitted materials. Proposal packets must be sent according to the direction of the teacher, US Postal Service either certified or insured, or UPS with a tracking number for signed receipts.

D. CLASSROOM ANGEL CHAIRMAN

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact by phone or in person to update information that may have not been included in the report
3. Receive information from Faculty Chairman regarding the degree of assistance required from the Classroom Angel and the equipment needed
4. Carefully select a Classroom Angel for each class using the list provided by the Registrar.
It is strongly suggested that first timers not be asked to do this job
5. Supply each Classroom Angel with a list of duties
6. Check with each Classroom Angel to ensure angel has contacted teacher
7. Arrange a meeting of Classroom Angels before Seminar's opening event, to acquaint them with the Site, classroom area (including mobility impaired information), and teachers
8. Obtain class lists prior to the first day of class and distributes lists to appropriate Classroom Angels
9. Give each Classroom Angel the time table for daily activities related to the specific classes
10. Distribute class evaluation forms to the Classroom Angels, for distribution to the students and teachers on the last day of each class
11. Be available for questions and assistance during Seminar
12. Check with Faculty Chairman regarding any unusual aspects of classroom facilities
13. Notify the Equipment Chairman if the requested equipment is **not** in the classroom
14. **See that duct tape is available to cover students' electrical cords on the floor**
15. See that power strips are available
16. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
17. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

TIMELINE – Classroom Angel Chairman

17 MONTHS

- Begin attending full, regular Seminar Committee meetings (if possible)
- Request from Seminar Chairman the full report from the predecessor; make personal contact with her in person or by telephone, if possible, to discuss her views/hints about the position that may not have been put into the report
- Select Angel ID token and any potential gift.

4-3 MONTHS

- Request list of potential angels from Registrar noting first timers. Carefully selects a Classroom Angel for each class using the list provided by the Registrar. **It is strongly suggested that first timers not be asked to do this job**
- Consult with Seminar Committee members for recommendations before making assignments.
- Review draft letter of assignment/responsibilities before making assignments and check with Seminar Committee and Chairman; send letter to selected angels
- Schedule a meeting to be held the day before classes begin with Angels and give schedule to Handbook Chairman, after clearing with Facility, Equipment, Faculty and Seminar Chairmen, etc.

1 MONTH

- Review class status with Registrar in case of any late changes
- Deliver the Angel ID tokens to the Registrar to be placed in the registration packets

SEMINAR

- Arrive in time to be available for meeting with angels
- Introduce Angels to Faculty, Facilities and Equipment Chairmen
- Note: some student Angels may arrive later in the week; be sure to meet them and acquaint them with their teachers, classrooms etc., and responsibilities and make sure they have their Angel ID.

SEMINAR + 1-2 months

- Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar.
- Submit to expenses to Seminar Treasurer

E. CLASSROOM ANGEL DUTIES

1. Serve as the liaison between the teachers, students, and the classroom angel Chairman
2. Contact teacher by letter before Seminar to introduce herself and ask what time the teacher would like her to be in class
3. Be available to help with class project display, if needed
4. Determine classroom location, nearest restroom facilities, and emergency exits locations as well as the location of elevators, and areas for breaks
5. Check for chalk, erasers, and other equipment requested by teacher per her contract
6. Determine if teacher needs assistance getting items from sleeping room to the classroom. (Classroom Angels are not required to handle heavy items.)
7. Arrive at class as early as requested by teacher to be available to assist the teacher in arranging the room or distributing kits, disposing of any extra kits as stated in the teacher's contract
8. Cover students' electrical cords with duct tape

9. Sit in a classroom location that will enable easy assistance during class, as necessary
10. Take attendance at the beginning of class and after lunch and notify the Seminar Chairman of unaccountable absence, to ensure that a student is not ill or in trouble
11. Enforce the No Smoking, No Beverages and No Selling rules in the classroom
12. Set the example during class – no excessive talking
13. Remind students that use of perfume or other scented materials may cause allergic reactions in some students or teacher and are forbidden
14. Watch the time and announces the breaks; encourage students not to linger so that the teacher may take full advantage of the break time
15. Clear and lock the room before lunch and return early, before classroom is scheduled to be opened. Discuss this with teacher and class in case class needs to return early to work
16. Keep an eye on the sample piece and any items that teacher brings to share so they will be returned
17. Distribute Seminar Newsletter each day
18. Ensure visitors do not disturb class
19. Check classroom at end of day, assisting teacher as needed
20. See that teacher signs class completion certificates; returns any ‘no shows’ to Seminar Chairman
21. Distribute teacher evaluation sheets and return them to the Seminar Committee
22. Contact Seminar Committee with any problem or question

F. ATTACHMENT:

IVA proposal Submission Letter

IV. B Teacher’s Contract – See Region Director for latest official copy

B-1. U S Teacher

B-2. Foreign Teacher With Visa

B-3. Foreign Business With Business Visa

IVC Letter of Acceptance

IVD Letter of Regret

IVE Faculty Chairman Checklist for Each Teacher

IVF Teacher information

IVG Recap of Important Contract Dates

IVH Evaluation by Teacher Form

VI Participant’s Seminar Evaluation form

IVJ Angel Letter

IVK Proposal Rating Sheet

IVL Student Certificate

SECTION V – REGISTRATION

A. REGISTRAR – Job Description

1. Work within budget, making timely reports to Seminar Chairman, Seminar Treasurer and Seminar Faculty Chairman
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Prepare registration form to be approved by Seminar Chairman and Brochure Chairman
4. Receive class registrations from participants, recording postmark and assigning a registration number
5. Work with Seminar Treasurer to record checks and/or credit card information received with registrations
6. Coordinate bank deposits with Seminar Treasurer
7. Prepare a list of class assignments based on choice indication of participants and postmark. There shall be no preferential treatment for any participant, except that GPR members will receive preferential first day class assignments.
8. Keep Faculty Chairman and Seminar Chairman informed of registration numbers in each class noting those not meeting the minimum registration requirement
9. Respond to inquiries concerning registration
10. Prepare and mail Seminar acceptance and class assignment letters
11. Prepare waiting lists as needed
12. Receive kit fee, and work with Seminar Treasurer for proper recording of checks and/or credit card numbers
13. Send copies of class lists to Faculty Chairman to meet deadline for mailing to teachers
14. Prepare related information to be included with acceptance letter to participants, including teachers' letters for late registrants, hotel reservation card if applicable, where to register, maps, etc.
15. Send to Handbook Chairman list of participants and teachers including addresses with phone numbers and e-mail addresses
16. Prepare list of participants for various committee chairmen for any special events associated with Seminar, i.e., merchandise night, teachers' showcase
17. Prepare registration packets, including tickets to special events, banquets, lunches, notebook, etc., to be distributed at registration
18. Arrange for a registration area, prepares procedures and train assistants to provide for a smooth traffic flow
- 19. Take all original registration forms to Seminar**
20. Be available to answer questions during registration at the Seminar
21. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar

Note: Make sure that Registrar's name, address, telephone number and e-mail address are listed in brochure other than on the tear out registration form.

B. REGISTRATION PROCEDURES

1. The registrar shall confer with the Faculty Chairman for the final class assignments before any classes are canceled. Final class assignments shall be approved by the Seminar Chairman
2. Receive class registrations from participants, recording postmark and assigning a registration number

3. Furnish information collected from registration forms to those responsible for various Seminar activities
4. Maintain the database of registration information from teachers, students and guests
5. Maintain the deadline for purchasing space at Merchandise Night and Teachers Showcase. Deadline is approximately one month prior to Seminar. No deletions with refund shall be made after the established date. This deadline shall be clearly stated in the brochure
6. Make available a deferred payment option: three payments with a \$10 service charge added to the first payment. Payment #1 is due upon registration, #2 is due approximately three months prior to Seminar, #3 is the remaining balance due one month prior to Seminar
7. Bring original registration forms and related correspondence to Seminar for possible assistance
8. Respond to inquiries concerning registration
9. Prepare and mail Seminar acceptance and class assignment letters
10. Prepare waiting lists as needed
11. Receive kit fee, and work with Seminar Treasurer for proper recording of checks and/or credit card numbers
12. Make copies of class lists for Faculty Chairman to meet deadline for mailing to teachers
13. Prepare related information to be included with acceptance letter to participants, including teachers' letters to late registrants, hotel reservation card, where to register, maps, etc.

Note: A person must be a member of EGA to attend classes at GPR Seminars. Anyone who is not a member may join as a member-at-large (MAL) or become a GPR Chapter member. GPR Chapter members will receive preferential 1st day class assignments.

SECTION VI – PUBLIC RELATIONS

A. SEMINAR BROCHURE CHAIRMAN – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Create a seminar brochure which shall contain at least:
 - a. Logo, date, theme and place
 - b. Schedule of activities with times
 - c. Any special activities
 - d. Clear photos and course descriptions including level of expertise, kit cost and kit contents
 - e. Registration Information
 - f. Registration Form – printed back to back so that there is no information on the back that the participants need to retain
4. Clearly state in the brochure all deadlines for registration such as payments, and cancellations, obtaining this information from the Registrar
5. Ensure the brochure is proofread and approved
6. Set deadlines for receiving brochure information. The timeline shall be distributed to all Seminar Chairmen. **DEADLINES ARE NOT OPTIONAL!**

7. Work within seminar budget
8. Make timely reports to Seminar Chairman and Seminar Treasurer
9. Obtain price quotes from three printing sources
10. Collect data for brochure from respective chairmen
11. Make sure Registrar's name, address, telephone number and e-mail address are on registration sheet and in one other place in brochure
12. Coordinate with Faculty Chairman on photographing of class selections
13. Coordinate with Region Webmaster to make the brochure available on the GPR Website
14. Edit and/or write class descriptions from descriptions submitted by faculty members
15. Submit final copy of biographical information and class description to Faculty Chairman for verification of accuracy
16. Prepare a mock-up of brochure
17. Proofread print copy, making needed corrections prior to final printing
18. Send brochure to the Seminar Chairman, Region Director, and a third party chosen by the Seminar Chairman for proofreading
19. Submit final copy to Seminar Chairman, Region Director, Faculty Chairman and Registrar for approval
20. Take brochure to printer
21. Unless the brochure is mailed to all members, two copies shall be provided to each Chapter. In addition copy shall be provided to each Seminar Board member to be used in her position
22. Send to Greater Pacific Region Director a brochure for each Region Director serving on the National Board
23. Others may request a brochure from the Brochure Chairman for a nominal fee to cover printing costs and postage
24. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
25. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

B. SEMINAR PUBLICITY – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Send in updates to EGA Needlearts, Apprize and other appropriate publications about the Seminar
4. Starting shortly after the end of the previous Seminar, begin sending enticements to attend Seminar to Chapter Newsletter Editors. These should be copy ready, eye catching, and not more than half a page. Send them every two months until the start of Seminar
5. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
6. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

C. SEMINAR HANDBOOK CHAIRMAN - Job Description

1. Work within Budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report

3. Obtain price quotes from three printing sources based on previous notebook size and style
4. Collect information to be included in the Handbook:
 - a. Front cover with logo, date, theme and site location prominently displayed
 - b. Schedule listing all activities and events with times
 - c. Welcome letters from Region Director and Seminar Chairman
 - d. List of special activities, and general information regarding hotel, Bookstore, Boutique, Exhibit, etc.
 - e. List of class assignments, faculty members; addresses, email address, phone numbers to be included with permission
 - f. List of registrants and class assignments; addresses, phone numbers, email addresses to be included with permission
 - g. List of restaurants in the facility and nearby
 - h. List of historical facts about the area where the Seminar is located
 - i. List of Seminar Committee Chairmen
5. Arrange for printing and binding of the notebook
6. Obtain local advertising, if possible
7. Prepare and edit final copy
8. Send copy to two people for proofreading, then to Seminar Chairman, Region Director and Assistant Region Director, for approval
9. Coordinate notebook distribution with Registrar
10. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
11. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

Note: The mock-up shall be proofread by two people other than Seminar Notebook Chairman, and then approved by Seminar Chairman.

D. SEMINAR HOSPITALITY CHAIRMAN – Job description

1. Work within Budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Arrange for setup and operation of the seminar office and hospitality area
4. Set up and manage stitch-in room if applicable
5. Consult with all Chairmen to determine needed volunteers. May request volunteers through the registration form
6. Maintain a master list of volunteers listing their assignments and duties
7. Generate a chart showing the location and times each volunteer will be in attendance. Plan for 'roving' volunteers to cover in case there are no-shows
8. Consider all areas that need volunteers:
 - a. Registration
 - b. Hospitality area
 - c. Seminar office
 - d. Boutique/Bookstore area
 - e. Exhibits
 - f. Other areas as requested by Events Chairmen
9. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar

10. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

E. FUND RAISER CHAIRMAN – Job Description

1. Work within Budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Be responsible for tote bags, pins, and any type of shirt, mug etc. to be sold as Seminar fundraiser projects
4. **Obtain Seminar Committee approval of all seminar logo items**
5. Be responsible for organizing the sale of seminar logo items
6. Be responsible for tote bags and pins given to registrants. Coordinate with Registrar
 - a. Place orders for:
 - (1) Tote Bags – Research three possible sources, including previous seminar source. Plan quantities on anticipated registration. Order ahead, but purchase as close to the Seminar date as possible
 - (2) Seminar Pins – Research three possible sources, including previous seminar suppliers. Plan quantities on anticipated registration. Extra lead-time must be allowed for pins ordered from a foreign source
 - (3) Other items approved by the Seminar Board such as shirts or mugs etc. to be sold as fund raisers at Seminar
7. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
 - a. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

E. DOOR PRIZE CHAIRMAN – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Solicit door prizes and accept unsolicited door prizes and donations arranging for their equitable distribution
4. Coordinate list of possible donors so that no donor is solicited twice for favors, exhibit awards, door prizes, goodie bags etc. and work as a clearinghouse for favors, exhibit etc.
5. Inform the Seminar Handbook and Newsletter Chairmen of list of donors to be published and thanked
6. Give list of winners, if needed, to Seminar Newsletter Chairman to include in next day's newsletter
7. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
8. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

SECTION VII – SPECIAL ARRANGEMENTS

BOOKSTORE OPERATIONS – Timeline

24 MONTH

- Work within the budget, making timely reports to Seminar Chairman and Seminar Treasurer.
- Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report.
- Contact possible vendors and request bids

22-20 MONTHS

- Select vendor after consultation with Seminar Chairman, Region Director, and Assistant Region Director. Identify vendor needs for Seminar location. Negotiate contract.
- Tour facility. Identify vendor location, security (locked door is a must), and storage arrangement for advance shipment of books
- Review budget for Bookstore sales and expenses
- Issue contract and get all signatures

19 MONTHS

- Obtain advertising copy from vendor for brochure and handbook
- Schedule regular contacts with vendor as needed.

17 MONTHS

- Begin attending regular Seminar Committee meetings
- Provide text on bookstore to Brochure Chairman

12-6 MONTHS

- Write and send when appropriate faculty book letter, chapter pre-order letter, order forms, etc.
- Work with publicity to advertise Bookstore to Chapters and as required/set up by contract

4 MONTHS

- Arrange for check for deposit to vendor from Seminar Treasurer

3 MONTHS

- Have deposit check sent to vendor

3-1 MONTHS

- If contracted, review and agree as to book and other sales items vendor is to bring
- Work with Volunteer Chairman to obtain 4-6 people to work with vendor if needed (create firm schedule). May need to have “checkers” outside designated location
- Submit table and chair layout for Bookstore to Facilities Chairman

1 MONTH

- Receive list of pre-orders and \$ amount from vendor
- Finalize booklist and receive list of books to be shipped/delivered
- Alert hotel liaison and Facilities Chairman regarding storage

SEMINAR – 1 DAY

- Set-up day. Unpack, record, and set up books using volunteers, if so arranged
- Assist vendor as needed

SEMINAR WEEK

- Acquire door prizes from vendor (if agreed upon)
- Prepare articles and submit to seminar newsletter daily

- Receive z tapes from vendor and do daily totals
- Assist vendor as needed
- On day before Seminar ends, finalize take-down needs

LAST DAY OF SEMINAR

- Publicize any last minute shopping opportunities for participants
- Assist vendor in vacating room as per hotel contract

SEMINAR + 1 MONTH

- Receive full payment of commission from vendor as per contract, based on z tapes, pre-orders, post orders, and purchases

SEMINAR + 2 MONTHS

- Submit final report to Seminar Chairman
- Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

A. BOUTIQUE – Job Description

1. Work within the budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Solicit suggestions for potential vendors from Seminar Committee members and other GPR members
4. With Seminar Chairman and Facility Chairman, tour facility and determine the space for the boutique. This room must be lockable.
5. Send out letters soliciting interest from potential vendors. Letters should include a set deadline for indicating interest
6. Get list of supplies used in classes from Faculty Chairman
7. With Seminar Chairman determine the approved vendors
8. Determine volunteers needed. Coordinate with Volunteer Chairman
9. Discuss with vendors possible merchandise to be sold
10. Send contracts to vendors, then Seminar Chairman and Region Director for signatures
11. Return signed contracts to vendors
12. Submit table and chair layout to Facilities Chairman
13. Stay in contact with vendors prior to Seminar
14. At Seminar, be available to vendors to help solve any problems. Have duct tape available to tape down any electrical cords the vendor may use
15. Prepare final report to be sent to Seminar Chairman within 60 days of Seminar
16. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

B. CHAPTER BASKET CHAIRMAN (optional) – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Develop proposal for basket event and get approval from Seminar Committee before sending to Chapters
4. Send information to Chapters

5. Compose appropriate information for the handbook
6. Arrange to receive baskets from Chapters
7. Coordinate with Facilities Chairman for storage and display of baskets
8. Arrange for tickets and collection/distribution of funds raised with the Seminar Treasurer who coordinates with the Region Treasurer on the proper distribution of these funds
9. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
10. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

C. CLASS PROJECT DISPLAY – Job Description

1. Work within the budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Tour facility with Seminar Chairman and Facilities Chairman to determine the location of the class project display
4. Coordinate with Faculty Chairman to make teachers aware of the time and place of class project display
5. Submit table and chair layout to Facilities Chairman. Make plan to optimize traffic flow
6. Help teachers display their class projects. Class Angels may be useful with this
7. Prepare final report to be sent to Seminar Chairman within 60 days of Seminar
8. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

D. FACILITIES – Time Line

17 MONTHS

- Begin attending Seminar Committee meetings
- Work within the budget and makes timely reports to Seminar Chairman, Region Director, Assistant Region Director and Seminar Treasurer
- Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report.

5 MONTHS

- Tour hotel/campus Site (if not done already, or repeat by appointment through Seminar Chairman with site personnel). Inventory assigned rooms (check number of electrical plugs); make tentative plans (you may work with Registrar and Faculty Chairman to assign classrooms).

1 MONTH

- Finalize plans; finalize in writing schedule of needed tables and chairs in each room

SEMINAR

- Arrive before opening events to oversee setups; be available to meet with Seminar Chairman, Faculty Chairman, Class Angel Chairman, and any Event Chairmen to coordinate setups with hotel personnel during Seminar.

SEMINAR + 1- 2MONTHS

- Submit to Seminar Treasurer any expenses to be reimbursed as scheduled by Seminar Treasurer

- Prepares final report to be sent to Seminar Chairman within 60 days of closing of Seminar.

E. SEMINAR FAVORS CHAIRMAN – Job Description

1. Work within Budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Coordinate with Door Prize Chairman so that the same company is not solicited more than once
4. Be responsible for banquet table favors, subject to approval of the Seminar Committee. Table favors may be purchased, donated or stitched. Carefully consider the number and type needed, the stitching time and the cost of materials
5. Coordinate with Event Chairman
6. May involve chapters in the production and donation of these items. Allow time for distribution of materials. Be clear with instructions and deadlines
7. When complete favors are received, check quality. Coordinate with Event Chairmen for distribution
8. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
9. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

F. GOODIE BAG CHAIRMAN (optional) – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Accept advertising items of local interest for inclusion in the tote bags if approved by Seminar Committee
4. Coordinate with Door Prize Chairman before soliciting any company or business so that no donor is solicited twice for any seminar item
5. Arrange to distribute at registration coordinating with Registrar
6. Use a checklist to make sure each bag is approximately the same
7. Plan for a secure storage space close to the distribution area
8. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
9. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

G. EVENT CHAIRMAN – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Work closely with Seminar Chairman and hotel or campus food services manager to plan functions
4. Review and select menus within price range estimated in the seminar budget
5. Present recommended menus to Seminar Committee for final selection
6. Coordinating with the Registrar, determine the number of attendees, including students (based on registration), teachers, guests. Determine those with special dietary needs

7. Receive from Seminar Chairman the head table seating requirements
8. Work with the Seminar Chairman and hotel staff to determine table setup based on the above two requirements
9. Make arrangement for the program/speaker with approval of the Seminar Committee. Make sure contract is signed by speaker, Seminar Chairman and Region Director
10. Send handwritten invitation to guests at head table
11. Determine special seating arrangements for honorees, i.e., past National Presidents, past Region Directors, and/or current members of the National Board of Directors
12. Ensure that tickets are printed for each function or a suitable alternate arrangement is provided
13. Make any seating assignments
14. Plan for any pre-function reception, including the setup of a cash bar
15. Plan decorations for each function, coordinating plans with Favors Chairman, and with the approval of the Seminar Chairman
16. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
17. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer

H. EQUIPMENT CHAIRMAN – Job description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Obtain list of teacher needs for equipment and supplies from Faculty Chairman. Obtain list of other equipment and supplies needed from Seminar Chairman and Event Chairmen
4. Make detailed master list of the needs including times and rooms. (Don't forget duct tape to secure participants electrical cords in classrooms.)
5. Line up possible donors and lenders for items such as irons, ironing boards, etc.
6. Work with Facilities Chairman to rent or otherwise obtain the equipment needed
7. Work with Facilities Chairman to determine secure storage for equipment and supplies
8. A month before Seminar, re-contact donors and lenders of equipment and supplies
9. Arrive early at Seminar and begin "stocking" classrooms, if available, according to schedule
10. **Sign in and label** all loaned items
11. Make contact with Angel Chairman and Faculty Chairman. Attend angel meeting to introduce yourself and explain where and how they pick up the equipment and supplies for their class. Emphasize the importance and use of duct tape
12. Be available to make corrections via angels if needed
13. As class end, pick up equipment and return or re-assign if necessary
14. As Seminar ends, **sign out** all loaned items
15. Submit to Seminar Treasurer any expenses to be reimbursed as scheduled by Seminar Treasurer
16. Prepare final report to be sent to Seminar Chairman within 60 days of the closing of Seminar

I. MERCHANDISE NIGHT – Time Line

17 MONTHS

- Begin attending Seminar Committee meetings
- Work within the budget, making timely reports to Seminar Chairman and Seminar Treasurer
- Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in the report
- Make sure Merchandise Night is suitably scheduled on event calendar as to date and times

12 MONTHS

- Begin drafting letter for Registrar to send to those registrants who sign up for this event; send to Registrar when copy is ready
- Turn in brief write-up about this event to Brochure Chairman to include, referring to previous brochures for ideas
- Request from committee members names and addresses of possible vendors from their communities; get names and addresses and verify that only needlework-related items would be sold. Explain to them who we are, what we do, and the nature of this event at Seminar when you contact them
- Confer with Facilities Chairman as to projected kinds of needs of space, tables and chairs, extra chairs, ice water and glasses, etc. to be provided

9 MONTHS

- Contact State Board of Equalization for information on forms needed for tax reporting; acquire "master set"

4-3 MONTHS

- Receive notice from Registrar as to names and addresses of all those signing up for space
- Send letter of welcome/information/instruction to each person on Registrar's list as well as to any others contacted and found "appropriate" who wish to participate; all must have the tax forms approved/registered with the state
- Create master list of participants, letters sent and received, and status on tax reporting forms.
- Accept new registrants for as long as possible, even past the deadline (do not advertise this, it just takes some Faculty longer to focus)
- Keep Facilities Chairman aware of how sign-ups are progressing
- Turn in information to Handbook Chairman as scheduled so she can publish names and types of merchandise being sold in the handbook

2-1 MONTHS

- Coordinate with Sign Chairman for vendor signs on tables

SEMINAR

- Meet with Facilities Chairman and site personnel to finalize space to be used, room set-up and equipment, hours of operation, etc.
- Coordinate with Sign Chairman for vendor signs on tables
- Be at location at 5pm when it is opened to vendors for set-up and remain throughout; generally handicap access begins at 7pm and regular access at 7:15 to 7:30, depending on need. Selling continues to 9:30, and clean up should be finished by 10:30pm (These are suggested times only and can be changed by the Seminar Committee)

AFTER SEMINAR

- Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar
- Submit to Seminar Treasurer any appropriate expenses to be reimbursed as scheduled by Seminar Treasurer

J. NAME TAGS – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. From Brochure Chairman get copy of selected and approved logo
4. Design nametag. This task may be delegated to one of your committee members. Nametag must reflect the theme of the Seminar. Often it is directly derived from the Seminar logo
5. Have prototype ready for approval at June Seminar committee meeting a year before Seminar
6. Give class on finishing nametags at that meeting to those who are willing to help.
7. Buy all materials or gather donations
8. With Seminar Chairman and Registrar, determine how many nametags will be required. Make 25% more than needed. (Some may be unusable.) Nametags are required for Seminar Committee, teachers, Region Executive Board, and National Board members
9. Recruit people to stitch nametags and people to assemble nametags. Supervise these processes
10. Have materials in hands of stitchers by September
11. Have all nametags returned by February region meeting. Check all nametags for quality. Count usable nametags to make sure you have enough
12. Get names from Registrar for typing and to attach mobility ID
13. Have workshop to assemble nametags if necessary.
14. Deliver nametags to Registrar for inclusion in registration packets
15. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer
16. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar

K. REGION EXHIBIT CHAIRMAN – JOB DESCRIPTION See GPR P's & P's for job description.

L. SIGNS – Time Line

17 MONTHS

- When appointed, Sign Chairman must have computer available to take to Seminar to use there
- Work within Budget, making timely reports to Seminar Chairman and Seminar Treasurer
- Begin attending full Seminar Committee meetings
- Request from Seminar Chairman full report from predecessor; make personal contact to discuss by phone or in person any information that may not have been included in report

12 MONTHS

- Begin sample layouts/fonts, etc.
- Design request form for Committee members to use
- Begin search regarding costs for supplies, etc. Be prepared to make signs for classrooms, special events, Merchandise Night vendors, Class Projects display, etc.

5 MONTHS

- Circulate sign request form at Seminar Committee meetings; initiate responses

2-1 MONTHS

- Collect forms; begin processing/printing/publishing.
- Prepare master list to bring to Seminar.

SEMINAR

- Arrive with computer, printer, paper, and necessary supplies in time to distribute signs as requested; make signs for last minute changes and additions

AFTER SEMINAR

- Submit to Seminar Treasurer any expenses to be reimbursed as scheduled by Seminar Treasurer
- Prepares final report to be sent to Seminar Chairman within 60 days of closing of Seminar

M. TEACHERS SHOWCASE (optional) – Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. With Seminar Chairman determine form of showcase, evening event or notebook available throughout the Seminar
4. Send mailing to teachers potentially interested in showcasing their classes. Include registration form
5. Get showcase registrations from Registrar
6. Make lists of teachers and types of classes taught
7. For evening event:
 - a. Submit table and chair layout to Facilities Chairman
 - b. On evening of event, direct teachers to assigned table and give each teacher a table sign prepared by sign chairman
 - c. Organize flow of participants
 - d. Ensure that teachers have all their materials out of room at close of event
8. For notebook:
 - a. Arrange class brochures in notebook
 - b. Decide with Seminar Chairman where the notebook will be displayed during Seminar, i.e. Hospitality, Exhibit
 - c. Deliver notebook be displayed at Seminar
 - d. At end of Seminar return class brochures to teachers with thank you note
9. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer
10. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar

N. TOURS (optional) –Job Description

1. Work within budget, making timely reports to Seminar Chairman and Seminar Treasurer
2. Request from Seminar Chairman the predecessor's report; make personal contact with her by telephone or in person to update information that may not have been included in report
3. Research possible tours in the area of the seminar facility
4. With Seminar Committee, determine which tours will be offered
5. Book tour with tour facility. Be sure to have the right to cancel if the tour does not have enough registration
6. Book tour busses. Again have the right to cancel
7. Send contracts to Region director for signature
8. Determine the break even number of registrations for each tour
9. Get tour registration numbers from the Registrar
10. Arrange for a volunteer to lead each bus tour. This person is responsible to check participants on the bus and to count heads after each stop of the bus to make sure no one is lost. A volunteer member leading a bus tour at a Seminar shall not be charged for a tour ticket
11. For each tour decide with Seminar Chairman and Registrar if there are adequate registrations. If there are not adequate registrations for a tour, cancel tour with both bus company and tour facility. Have Registrar notify participants
12. Notify bus company and tour facilities of number of people on each tour. Notify them of any last minute changes
13. Submit to Seminar Treasurer expenses to be reimbursed as scheduled by Seminar Treasurer
14. Prepare final report to be sent to Seminar Chairman within 60 days of closing of Seminar

ATTACHMENTS.

VIIA Boutique Contract

VIIB Bookstore Contract

SECTION VIII – PROTOCOL

PROTOCOL

The word **Protocol** comes from the Greek words meaning "the first glue," and indeed protocol has become the glue that holds official life in society together. While strict social rules have prevailed from ancient times, the rules that now are considered official were established at the Congress of Vienna in 1815, and were first accepted by President Madison. These rules are the basis of this paper.

1. Procedure for Speakers and Special Guest(s)
 - a. Invitations: (Always written)
 - (1) First contact person, either in writing or by telephone
 - (a) Establish:
 - (i) Place, date, hour of event
 - (ii) Travel, room reservations
 - (iii) Type of dress
 - (iv) Subject of speech, time allotted and length
 - (v) Fee or Honorarium arrangements
 - (2) Fee or Honorarium arrangements must be confirmed by contract in writing
 - (3) Arrange publicity, biography and picture as agreed upon in the contract.

- b. Introduction of Speaker
 - (1) Made by presiding officer
 - (2) Brief, but giving background and qualifications
 - (3) Subject of speech and name of speaker - LAST
- c. Thanking speaker
 - (1) Allow time for applause
 - (2) Brief thank-you by introducer
 - (3) Presiding officer MAY add brief words of appreciation
 - (4) Written thank-you notes promptly sent by Chairman of event
- 2. Positioning in receiving line determined by rank and role:
 - a. Place with respect to position in government or religious organizations.
 - b. Place in accordance with level of organization at which office is held (National, Regional, and Local)
 - c. Place with respect to rank within organization, and listed in bylaws
 - (1) At National, National President is ranking officer
 - (2) At Region level, Region Director is ranking officer
 - (3) At Chapter level, Chapter President is ranking officer
 - d. Place with respect to rank within organization, and listed in bylaws
 - (1) Usually President, Vice-President, Secretary, etc. (National president when there, Region Director, Seminar Chairman etc.)
 - (2) Elected Officers outrank Appointed Officers
 - (3) Officers outrank Chairmen
 - e. Line is formed to right of National President or Region Director when National President is absent
 - (1) President is first in line
 - (2) Guest of honor is next, then others follow in rank
 - (3) Designated host greets each person, states name clearly to President and presents him/her
 - (4) President introduces EACH individual TO guest of honor
 - f. Courtesy: Written invitations should be issued to those expected to be in the receiving line
- 3. Seating by Role and Rank at Head Table
 - a. There are two acceptable patterns of seating:
 - (1) Zigzag pattern
 - (a) Presiding officer in center. When number of seats are even, the presiding officer is seated at first seat to right of center.
 - (b) Guests are seated ALTERNATELY according to rank, first to right, then left, right, etc.
 - (c) Highest ranking officer always seated to right of presiding officer
 - (d) Introducer is seated to immediate left of presiding officer
 - (2) Two-section pattern
 - (a) Presiding officer in center or as above.
 - (b) Guests to right of presiding officer in order of rank.
 - (c) Officers are seated to left of presiding officer in order of rank.
 - (d) Highest ranking guest always seated at immediate right of presiding officer.
 - (e) Introducer is seated at immediate left of presiding officer

- b. Exception: Business meeting; Parliamentarian & Secretary to immediate left for convenience of presiding officer.
- c. Written invitations to those people to be seated at head table
- d. Place cards for all at head table
- 4. Introduction of guests and dignitaries
 - a. Distinction between ‘introducing’ and ‘presenting’
 - (1) Persons NOT KNOWN are introduced
Persons KNOWN are presented
 - (2) “Introduction” is more informative than presentation
 - b. Procedures for introductions
 - (1) When guests not seated and stand ONLY, they are introduced from highest to lowest rank.
 - (2) When all guests say a “few words”, they are introduced from lowest to highest rank.
 - (3) Visiting national officers are introduced immediately after the guest of honor.
 - (4) Members rise in recognition of office when national president is introduced.
 - (5) Introduction of past presidents in order of most recently served, then others in order of seniority, near to far
 - (6) Introduction of person to present speech may be postponed until time for the speech.
- 5. Other Courtesy suggestions
 - a. NAMES: Proper pronunciation should be mastered; nametags provided for large meetings, to be worn near right shoulder.
 - b. PRESENTATION OF GIFTS: Presenter briefly mentions reasons, special significance, (if any) and name and achievements of recipient.
 - c. ACCEPTANCE OF GIFTS: Brief word of thanks with mention of organization and membership; possible mention as to use of gift would be appropriate. Gift may be opened and displayed

SECTION IX – AMENDMENTS

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