

Carolinas Region

Job Descriptions

The job description for the region director is current as published in the EGA Policies & Procedures manual from Forms/Guides/Manuals on the EGA website.

All others are in the process of revision and updating.

The terms office for all elected officers of the Carolinas Region is 3 years; the current term expires in 2010, with the 2010-2013 officers taking effect immediately following the fall region meeting at which they are elected.

Carolinas Region

Proposed

Minimum Responsibilities of Officers & Committee Chairs

POSITION TITLE

Term of Office – Three-year Elected [if an officer]

or

Concurrent with Region Director [if appointed]

1. Chairs [serves on] the _____ committee, region board of directors, _____, _____.
2. Is familiar with region bylaws, policies and procedures, manuals, and all aspects of the region.
3. Agrees to have name and contact information published on the region website
4. On a timely basis:
 - a. Forwards bills to region treasurer for reimbursement.
 - b. Submits budget requests to treasurer.
 - c. Writes articles and/or provides information to newsletter editor on matters incidental to the position.
 - d. Provides articles and/or information to the website coordinator on matters incidental to the position.
5. Make a report at each meeting to the executive committee and board of directors, and otherwise as requested by the region director.
6. Selects a region member familiar with the files to be called in case of personal emergency, and records this name with the secretary.
7. Regularly purges files in accordance with the document retention policy.
8. Trains successor, and forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.

REGION DIRECTOR

EGA - Job Description

1. Serves on the national board and is familiar with the Bylaws, Policies and Procedures Manual, Officers' Notebook, and necessary manuals.
2. Serves as a member of the regions committee, and other committees as requested.
3. Serves as the liaison between chapters within the region and the board of directors.
4. Donates yearly to the annual fund.
5. Acts as a contact between the chapters within the region.
6. Communicates with the vice president on a regular basis.
7. Communicates with other regions to help unify and strengthen the chapters, the region and EGA as a whole.
8. Keeps the record of chapters in the region.
9. Oversees financial records of the region.
10. Prepares quarterly and annual report of the region for the board.
11. Conducts the region's business meetings.
12. Is responsible for region's activities such as: seminars, exhibits, etc.
13. Monitors EGA National Web Discussion Group for matters pertinent to the areas of responsibility, and forwards questions, comments or suggestions to appropriate chair, officer or staff member for response. 10/01
14. Contacts prospective chapters to determine their eligibility for charter.
15. Assists chapters when dissolution is necessary.
16. Agrees to have name and email address published on the EGA website. 5/07
17. Sends copies of significant correspondence to the president, vice president operations and executive director.
18. Has the File/Document Emergency Location Form on file at EGA headquarters. (Procedures I-K)
19. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.

CAR 1994: ASSISTANT REGION DIRECTOR

I. BE INFORMED

- A. Be thoroughly familiar with National Bylaws, Standing Rules, Policies & Procedures, and National Policies for Regions.
- B. Be well informed and updated on all EGA activities.
- C. Read all national board minutes, all region meeting minutes occurring during national board meetings, and all mailings from the national office and the RD immediately.
- D. Be prepared to assume the duties of the Region Director if the director is unable to continue in office.
- E. Serves as chair of region seminar.

II. COMMUNICATE

- A. Throughout the Region
 - 1. Maintain a positive attitude about EGA and the Region, its goals and programs.
 - 2. Serve on the Region Executive Committee
 - a. Attend Region Board Meetings
 - b. Be open to opportunities to learn the Region's opinions, concerns, problems, and suggestions and discuss these with the Region Director.
 - 3. Be prepared to answer questions and handle problems, and if you are unable to do so, be certain to find answers and follow through.
 - 4. Answer all mail promptly even if it is necessary to indicate you are working on the problem or have referred it elsewhere for an answer or solution.
 - 5. Be prompt in filling out and returning questionnaires; research them, then answer thoughtfully and completely.
 - 6. Assist the RD in all activities.

III. FOLLOW THOROUGH

- A. Keep Records
 - 1. Keep COMPLETE records of all letters, reports, questionnaires, telephone conversations, travel, memos, etc.
 - 2. Keep a record of each chapter in the Region.
 - 3. Keep a chapter mailing list which is current.
 - 4. Keep the RD apprised of regional teacher activities.
- B. Prepare Reports
 - 1. Prepare annual report and mail it promptly to the RD.
 - 2. Prepare and send to RD a report prior to each region meeting.

3. Send articles and information to the REGIONEWS Editor well in advance of deadlines.
4. As Chairman of the Financial Planning Committee, work with the Region Treasurer and other members of this committee, to provide a budget for the Region, sending financial reports and budget requests well in advance of the annual meeting.

~~C. Teacher Tours~~

- ~~1. Collect names of teachers who would be interested in future workshops for chapterii~~
- ~~2. Collate and reproduce the above facts for distribution to region chapters.~~
- ~~3. Meet with program and workshop planners to coordinate teacher dates and travel schedules.~~
- ~~4. Communicate with chosen teacher on plans made by the chapters.~~
- ~~5. Evaluate teacher touring program annually and report findings to RD.~~

IV. BE PREPARED

Make the effort during the time you are Asst. RD to attend National Board Meetings. This is easiest to do by Going early for a National Seminar and sitting in on some of these meetings. The Region voted in 1993 to pay travel and hotel expenses for the last Board Meeting before the Asst. RD took office to allow for a smooth transition.

CAR 1994: REGION SECRETARY'S JOB DESCRIPTION

I. BASIC DUTIES

A. Serves on the Region Executive Committee.

1. Attends all Region Board meetings, Executive Committee meetings and any other special meetings called by the Region Director and records minutes of these meetings.
2. Takes roll call at each meeting and records number or name of attendees, which ever is deemed appropriate. Retains sign-up sheets for each Region meeting.
3. Included in meeting minutes shall be a record of all motions made with full names of those having made any motion, their chapter affiliation, and the result of the vote.
4. Opens all ballots and tabulates all votes (by ballot), reporting the results and filing for the records. Ballots shall be kept for one year.
5. Within two weeks of any meeting, draft minutes shall be sent to the Region Director for additions or corrections. A copy of the sign-up sheet shall be sent at the same time.
6. Upon approval of the RD, three (3) copies of the minutes shall be made. One copy shall be sent by paper or disc format to the REGIONEWS Editor; one copy to the current national Vice President for Operations, and one copy to the Region Director if changes have been made.
7. The final original shall be kept in the Secretary's file/notebook. The correct original, as amended, will need to be approved by the Executive Board at its next meeting.
8. The secretary's file/notebook of minutes shall be kept available for a report, if needed, at every meeting. All original minutes, original sign-up sheets, and any hand-outs received at each meeting shall be kept for a minimum of five years.
9. Perform additional duties as assigned.

II. ACCURACY

The Secretary must remember that the minutes are the permanent, formal, official record of the business of the Region.

A. The Secretary is in charge of the complete set of minutes. These master minutes are kept in a permanent file. Only copies are used in the meeting/file notebook.

III. TRANSFER OF RECORDS

A. The transfer of the permanent records, the meeting file/notebook and any Carolinas files should be completed by January 10 of the year following the end of term in office, to the newly elected Carolinas Region Secretary.

Sample job description

Treasurer

1. Be elected for a three-year term of office.
2. Serve on the Executive Committee, 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 Committee 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 Committee 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 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.
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.

Sample job description

The Education Coordinator shall:

1. Be elected for a three-year term of office.
2. Serve on the Executive Committee, and Region Board, and participate in class selection for all region educational events.
3. Be familiar with Bylaws, Policies and Procedures of the Region.
4. Be the Region's expert on all phases of EGA and Region educational programs and activities.
5. Coordinate Correspondence Courses for the Region as requested by the Region Director or Executive Committee.
6. Assist Chapters with any problems regarding EGA educational programs.
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 Committee and Region Board.
10. Submit timely budget requests to the Treasurer
11. Request reimbursement for budgeted expenses at least quarterly.
12. Write a column for each Region newsletter
13. Provide the Region Communications Chairman with information for inclusion on the Region's Web Site.
14. Train successor.
15. Forward files and property promptly to successor accompanied by all past reports and report on current activities and needed follow up action.

CAR 1994: Scholarship Chair Job Description [re CRESS]

BASIC DUTIES

1. Serves on the Region Executive Committee.
2. Attends Region Board Meetings, Executive Committee meetings and any other special meetings called by the Region Director.
3. Is responsible for tracking, with the Treasurer, the earning potential of the Carolinas Region Embroidery Study Scholarship Fund in its investment vehicle and recommending changes for increased income while protecting the principle.
4. Is responsible for ensuring that all chapters in the region receive clear and consistent information on the scholarship, member eligibility, the application process, deadlines and sufficient applications in a timely manner.
5. Is responsible for setting and maintaining the deadlines for applications, essay review and award notification. Unless otherwise directed, the deadline for all applications shall be the annual meeting of the region in October for the School of Advanced Study.
6. Is responsible for coordinating the fair and impartial review of all applications and essays sent to the committee and ensuring the most qualified applicant receives the award.
7. Is responsible for notifying each applicant, the winner, runner up, the Region Director and others having the need to know this information.
8. Is responsible for directing the Treasurer and Regional Director to submit a check to the School of Advanced Study for the winner's registration fee.
9. Is responsible for keeping complete records of all applicants and winners, and for all actions of her committee regarding the award.
10. Is responsible for scheduling presentations to the region, or elsewhere as applicable, following the recipient's SAS experience.

CRESS COMMITTEE MEMBER'S JOB DESCRIPTION

Basic Duties

1. Is responsible for assisting the chairman in any duty assigned to obtain, review and award the Carolinas Region Embroidery Study Scholarship each year or as appropriate.
2. Will thoughtfully and impartially review and judge the annual essay entries keeping in mind the best interest of the Region.

CAR (date unk): Membership Chairman Job Description

Purpose:

To provide the Region with an up-to-date membership list and to provide help to the Region Treasurer to see that all appropriate dues are paid.

Verify non-renewals for National and Regional

Membership Chairman will follow-up with chapters who have members who have not renewed with National to verify whether they are no longer members of the chapter or have overlooked their dues payment.

Verifying discrepancies between National and Regional rosters

- In January of each year, each chapter will send current roster and officer list to Membership Chairman.
- National will send all rosters to Membership Chairman.
- Membership Chairman will send letters to chapters with National members who are not paying Regional dues to verify reason for non-payment.

Coordinating with Regional Treasurer

Chapters will send checks and a copy of renewal/new member form originally sent to National to Regional Treasurer who will forward a copy of the form to Membership Chairman.

CAR 1994: News Editor Job Description

I. BASIC DUTIES

- A. Serves on the Region Executive Committee
- B. Attends all Region Board meetings, Executive Committee meetings and is generally aware of the activities in the region.
- C. Uses the EGA prepared "Guidelines for Newsletters."
- D. Maintains a current mailing list for mailing REGIONEWS.
- E. Sends newsletters to:
 - 1. Region Director
 - 2. All other Region officers
 - 3. EGA Newsletter Reviewer
 - 4. Region chapters
 - 5. President
 - 6. Region Representative
 - 7. Newsletter Editor
 - 8. Sharing chapters
 - 9. Subscribers
 - 10. Advertisers, if any
- F. Handles advertising, current records of payment, and maintenance of information.
- G. Is aware of possible copyright infringement
- H. Is aware of printing anything that would be a problem for a not-for-profit organization.
- I. Sets deadlines for information for the REGIONEWS and makes certain that such deadlines are both announced and published so everyone is aware of them.
- J. Makes certain the RD sees a draft of the publication prior to its being printed.
- K. Has custody of region-purchased publishing software.

CAR 1994: Outreach Chair Job Description

BASIC DUTIES

- A. Attends Region meetings regularly or appoints someone to act in her place.
- B. Since the Outreach Program is an important one to the Region, it is essential that the Chairman be aware of any new information regarding this topic from the National office and be prepared to report on such information at Region meetings and/or via REGIONEWS.
- C. It is valuable to have a display of chapter outreach projects from time-to-time in order to pass along ideas to others. Preparation of a list of chapter projects which could be included in file folders at Region meetings for Region Reps, to take back to individual chapters would prove helpful.
- D. Recognition to chapters having especially outstanding projects might be a method of encouraging participation. This might be a simple certificate to the chapter.
- E. Information about projects being done by chapters might be included in the REGIONEWS, particularly if this was an unusual project.
- F. Any other ideas for Community Outreach Programs that occur to the chairman for making this program viable. This might include ideas for news articles that would be of interest to the community at large and might encourage members to join.

Sample: BYLAWS COMMITTEE CHAIR

BASIC DUTIES

- A. As the Chairman of this Standing Committee of the Region, to attend all Region meetings and be prepared to comment or answer questions regarding the Carolinas Region Bylaws, policies and procedures, job descriptions, and guidelines.
- B. To be aware of the procedure involved in reviewing or amending bylaws, i.e., once the Region Board has passed a motion to amend the bylaws, that such amendment(s) are submitted to the chair of the EGA Chapter/Region Bylaws review committee for approval.
- C. That the membership be advised of proposed bylaws changes at least 30 days prior to the annual meeting.
- D. Assure completion of region bylaws review in accordance with EGA policy.
- E. Assist RD with encouraging and assisting region chapters in completion of chapter bylaws review in accordance with EGA policy.

CAR 1994: NOMINATING COMMITTEE
CHAIR

I. BASIC DUTIES

- A. To attend Region meetings and identify potential officers.
- B. Recognize that this committee is responsible for nominating the following officers every three years: Region Director, Assistant Region Director, Secretary, Treasurer; and Educational Coordinator. Current term expires in 2010.
- C. Nominations shall be made at the Region annual meeting with the slate having been submitted to the Executive Board three months prior to the annual meeting.
- D. The slate of officers to be voted upon shall be published in REGIONEWS in ample time for these names to be published in chapter newsletters prior to the annual meeting.
- E. Other than vacancies in the region directors' terms of office (which would be filled by the Assistant Region Director), all vacancies will be filled by election of the Board of Directors from nominations made by the Nominating Committee.

Sample: Website Coordinator

1. Follows EGA website guidelines.
2. Serves on the Region Executive Committee
3. Attends all Region Board meetings, Executive Committee meetings and is generally aware of the activities in the region.
4. Keeps the website up to date.
5. Has custody of the region-purchased website development program.
6. Maintains domain registration.
7. Submits timely budget requests to treasurer.
8. Submits timely requests for reimbursements.
9. Forwards files in a timely manner to successor.

Sample: Historian

- A. Be appointed by the Region Director for a 3-year term of office concurrent with the term of the Region Director who appointed her.
- B. .
- C. Be familiar with the Bylaws, Policies and Procedures of the Region.
- D. 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.
- E. Send copies of correspondence to the Region Director.
- F. Keep organized files of correspondence and other materials generated or received.
- G. Make a report at each meeting and an annual report the Region Board.
- H. Submit timely budget requests to the Treasurer.
- I. Request reimbursement for budgeted expenses at least quarterly.
- J. Forward files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow up action.

Carolinas Region Seminar

Responsibilities

Region Executive Committee

- Determine participant fees
- Approve seminar committee
- Approve seminar brochure

Region Director

- With ARD, reserves future seminar dates with facility
- Signs all seminar contracts, including bookstore, facility, and faculty

Assistant Region Director

- Serves as seminar chair, and coordinates all aspects of seminar
- Selects seminar committee, subject to executive committee approval
- Works directly with facility; information resource on facility matters (room rates, meal rates, class location; region meeting room)
- Coordinates drafting, production, and mailing of seminar brochure.

Dean of Faculty

- Publicizes call for teacher proposals, and receives proposals
- Designates and advises class selection committee; selection committee to include region education coordinator. DOF role is advisory only.
- Notifies teachers (both selected and non-selected), and coordinates faculty contracts
- Provides registrar with faculty and class information; eg, class maximums.
- Reserve teacher hotel accommodations
- Arranges for teacher transportation as necessary
- At seminar, follows up daily with faculty to assure that housing and classroom accommodations are satisfactory.
- Follows up with a thank you note.

Registrar

- Records all registrations
- Provides information about registrants to faculty and others
- Compiles contents for student folder
- Provides nametags
- Participant sign in at seminar

Bookstore

- Coordinates contract with region director
- Works with bookstore regarding delivery
- Unpacks books and sets up bookstore

- Receives and records payment from seminar participant purchasers
- Coordinates accounting with treasurer
- Receives payment for opportunity tickets; accounts for separately.
- Takes down bookstore and packs books for return

Treasurer

- Budget
- Seminar accounting; pays bills
- After-event financial report

Student Folders

- Produces student folders
- All students and faculty receive

Angel Chair

- Notifies angel volunteers of duties
- Meets with angels at seminar; coordinates meetings with faculty prior to class.
- Supervises angels as necessary

Faculty Amenities

- Contacts faculty about special needs; eg, allergies.
- EGA president receives
- Purchases items
- Presents to faculty

Exhibit Coordinator (challenge & other)

- Communicates in advance with exhibitors desiring EGA insurance
- Submits valuation report to EGA on a timely basis
- Obtains waivers on site as necessary
- Sets up exhibit
- Challenge coordinator counts and records ballots; prepares awards for presentation; assists with award presentation