

Required Chapter Reports: Who gets what and when

	National EGA	GLR
Chapter Officer Listing when ANY change occurs	Yes	RD, State Liaison, Webmaster
Chapter Annual Financial Report due Feb. 15	Yes	RD
Annual Chapter Budget	Yes	RD
EGA Treasurer's Payment Form 1099/contract; within 10 days of payment	Yes	--
National Dues and Membership info with appropriate documentation	Yes	--
Region Dues with form	--	Treasurer
Minutes of Chapter, Chapter Board & Special Meetings	--	RD, State Liaison
Chapter newsletter	National Office; National Chapter Newsletter Reviewer	RD, Newsletter Editor, Webmaster
Items for GLR Meeting Agenda; 2 months prior to meeting	--	RD
Resume for National office	Yes	Nominating Committee Chair
Nomination for National office	Yes	
Notice of Event/Hosting Form	--	RD, State Liaison, Webmaster
Standing Rules & Policies; as changes occur	--	RD, State Liaison
Bylaws and Amendments; as changes occur	National Chapter Bylaws Reviewer	Region Bylaws Reviewer
Community Outreach Form & photos		Community Outreach Chair, Webmaster

[The Embroiderers' Guild of America](#)

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GLR Regional Officers, State Liaisons, and Chairs are listed in the *GLR Newsletter* and on the [GLR website](#).

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