

**Section II**

**JOB DESCRIPTIONS AND  
COMMITTEE CHARGES & DUTIES**

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# **JOB DESCRIPTIONS AND COMMITTEE CHARGES & DUTIES**

## **Composition of Executive Committee**

The Executive Committee shall be composed of the Director, Assistant Director, Secretary, Treasurer and Parliamentarian (serves without a vote). The Executive Committee shall approve job descriptions and committee charges and duties.

NOTE: The job description of the Region Director may include policy established by EGA.

## **Composition of Executive Board of Directors**

The Executive Board of Directors shall be composed of Region Director, Assistant Region Director, Secretary, Treasurer, Bylaws Committee Chairman, Nominating Committee Chairman, Education Committee Coordinator, Seminar Coordinator, State Liaisons (one each from Illinois, Indiana, Michigan, Ohio and Wisconsin) and Parliamentarian (serves without a vote).

## **Composition of Region Board**

The Region Board shall be composed of all members of the Executive Board of Directors plus one representative from each GLR member chapter. The Parliamentarian serves without a vote.

## **Other Positions**

The following positions do not serve on the Executive Board of Directors or the Region Board, but each reports to a member of the Executive Board of Directors as indicated:

### **Committee Chairman**

Fundraising  
Group Correspondence Course Coordinator  
Historian  
Newsletter Editor  
Outreach  
Seminar Chairmen  
Webmaster

### **Reports to:**

Treasurer  
Education Coordinator  
Secretary  
Director  
Education Coordinator  
Seminar Coordinator  
Assistant Region Director

## Region Director

The Region Director shall be elected by the Region Board to a two-year term of office.

The Region Director shall represent the GLR and serve on the EGA Board and shall:

1. Attend all EGA Board meetings and submit the GLR Director's report to EGA for presentation at each EGA board meeting.
2. Vote as determined is in the best interest of the GLR.
3. Report the actions and decisions of the EGA Board to the Region membership.
4. Communicate on a regular basis with the EGA Vice President.
5. Work with the National Vice President to identify and authorize prospective chapters and satellite groups.
6. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
7. Monitor the EGA web discussion group for matters pertinent to all areas of responsibility.
8. Submit names of GLR candidates for national office to the EGA Nominating Committee Chairman.
9. Fulfill the Region Director's job as further described in the EGA *Policies and Procedures Manual*.

The Region Director shall coordinate and supervise the operation of the Region and shall:

10. Attend all meetings.
11. Chair meetings of the Executive Committee, Region Executive Board of Directors and Region Board.
12. Serve as a voting member of the Bylaws, Finance and Seminar Review Committees.
13. Serve as ex officio member of all other Region committees, except the Nominating Committee.
14. Supervise the Newsletter Editor. Write column for the GLR newsletter. Review and approve contents of the newsletter before publication.
15. Appoint Parliamentarian, State Liaisons, Bylaw Chairman, Education Coordinator, Seminar Coordinator, Auditors and any other appointment as needed or established in Region Bylaws. These appointments shall be approved by the Executive Committee.
16. Special committees shall be appointed by the Region Director as the Region or the Region Board deem necessary.
17. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publication of the Region.
18. Be familiar with *Robert's Rules of Order Newly Revised*.
19. Copy the Assistant Director on all correspondence, and copy appropriate correspondence to the relevant position-holders as warranted.
20. Prepare agenda and report folders, if applicable, for all meeting participants.
21. Submit a written report for each Region meeting as appropriate.
22. Submit a written ballot to the Secretary prior to the vote on matters before the Executive Board of Directors and the Region Board. The vote will be considered only in the event of a tie.
23. Ensure that all actions of Region meetings are implemented.

24. Review and approve all Region meeting minutes before publication.
25. Sign all contracts that obligate the Region.
26. Review and approve Treasurer's Annual Financial Report before submission to EGA Treasurer.
27. Maintain and publish directory of current Chapter Presidents, Newsletter Editors, Chapter Representatives and Program Chairmen.
28. Visit chapters within the Region as requested or needed, as possible. Work with State Liaisons to assist chapters.
29. Maintain Director's record of the Region.
30. Forward all files to successor, including a report on current activities.
31. Provide the Assistant Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## Newsletter Editor

1. The Director shall appoint the Newsletter Editor, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Report directly to the Region Director.
3. Submit a written report to the Region Director for each Region meeting, as appropriate.
4. Be familiar with the Region *Bylaws*, and *Policies & Procedures*.
5. Copy the Director on all correspondence.
6. Publish the GLR Newsletter quarterly, submitting the publication to the Director and Assistant Director for proofing and approval of content prior to distribution.
7. Publish GLR officer and appointment directory in each issue of the newsletter.
8. Set and publish deadlines for information for the newsletter submissions.
9. Communicate with GLR officers, Standing Committee chairmen and other appointees, soliciting appropriate materials for publication.
10. Handle ads related to needlework at rates approved by the Finance Committee, keep records of payment and maintenance of information.
11. Receive and review chapter newsletters.
12. Be familiar with *Guidelines for Newsletter Editors of EGA Chapters*.
13. Be aware of possible copyright infringement of all materials published in the newsletter.
14. Avoid publication of anything that might be problematic for a not-for-profit organization.
15. Have custody of region-purchased publishing software.
16. Maintain Newsletter files for the Region.
17. Forward all files to successor, including a report on current activities.
18. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Parliamentarian**

1. The Region Director shall appoint a Parliamentarian who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Serve without vote on the Executive Committee, the Executive Board of Directors and the Region Board.
3. Serve on the Bylaws Committee with a vote.
4. Be familiar with the Region *Bylaws* and *Policies & Procedures*, and the EGA *Bylaws*, and *Policies and Procedures*.
5. Assist the Region Director, as requested, in conduct of Region meetings.
6. Be familiar with parliamentary procedure as described in *Robert's Rules of Order Newly Revised*.
7. Ensure that all meetings are conducted by the rules in the current *Robert's Rules of Order Newly Revised*, as long as they are not inconsistent with the bylaws of GLR and EGA or any special rules of order that the Region may adopt.

## **Assistant Director**

1. The Assistant Director shall be elected by the Region Board to a two-year term of office.
2. In absence of Region Director, perform the duties of the office of the Region Director.
3. Serve as voting member of the Executive Board of Directors and Region Board.
4. Attend all meetings.
5. Serve as a voting member of the Executive, Bylaws, Finance and Seminar Review Committees.
6. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
7. Be familiar with *Robert's Rules of Order Newly Revised*.
8. Copy the Region Director on all correspondence.
9. Submit a written report for each Region meeting.
10. Supervise the Webmaster. Review and approve all content before posting on the site.
11. Submit website information and home page URL to the EGA webmaster and EGA vice president.
12. Coordinate Chapter bylaws review process with the EGA Bylaw Committee.
13. Coordinate date, time, site and activities of the Semiannual meeting. The meeting should be geographically centrally located in the Region, if possible. Coordinate plans for a teacher or program. Receipts must be submitted to the Treasurer for related expenses.
14. Maintain Assistant Region Director's record of the Region.
15. Forward all files to successor, including a report on current activities.
16. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## Webmaster

1. The Region Director shall appoint the Webmaster, who shall serve a two-year term concurrent with the term of office of the elected officers
2. The Webmaster shall report directly to the Assistant Director.
3. Copy the Assistant Director on all correspondence.
4. Submit a written report to the Assistant Director for each Region meeting, as appropriate.
5. Be familiar with the Region *Bylaws*, and *Policies & Procedures*.
6. Be familiar with the EGA *Website Review Guidelines*.
7. Submit all content to the Assistant Director for review and approval before posting on the site.
8. Develop, design, and maintain the GLR Website, creating an interesting, topical and user-friendly site for the GLR member chapters and their members.
9. Remove out-of-date information as quickly as possible.
10. Maintain domain registration; the GLR Treasurer will be responsible for making payments as authorized by the Executive Committee.
11. Encourage and promote use of the GLR Website.
12. Solicit materials for posting.
13. Contact all chapters periodically to verify meeting times and locations, contact information and chapter officers, and date all information. All contact information should be an automatic link for email.
14. Personal information should be located in a “members-only” access area on the website.
15. Submit information and home page URL to the Assistant Director to be forwarded to the EGA Vice President and EGA Webmaster.
16. Have custody of the region-purchased website development software.
17. Maintain Webmaster files for the Region.
18. Forward all files to successor, including a report on current activities.
19. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## Secretary

1. The Secretary shall be elected by the Region Board to a two-year term of office.
2. Serve as a voting member of Executive Board of Directors and the Region Board.
3. Attend all meetings.
4. Serve as a member of the Executive Committee.
5. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
6. Supervise the Historian.
7. Submit a written report to the Region Director for each Region meeting, as appropriate.
8. Copy the Region Director on all correspondence.
9. Take minutes of the GLR Executive Committee, the Executive Board of Directors and Region Board meetings, ensuring all motions and voting results are recorded. File submitted reports as part of the meeting minutes. Submit first draft of the minutes to the Executive Committee within two weeks of the meeting.
10. Write a synopsis of the minutes for publication in the GLR Newsletter. A synopsis of the minutes with names excised may also be posted on the GLR Website.
11. Make any corrections to the minutes and record them in the next minutes, following the appropriate process.
12. Maintain complete permanent copy of all GLR meeting minutes and related reports.
13. Maintain a separate log approved motions including *Bylaws* and *Policies & Procedures* amendments. Furnish a copy of the appropriate passages of the log to the Bylaws Committee chairman.
14. Minutes must be approved by the Region Director before copies are distributed to the Director, Assistant Director, and EGA Vice President.
15. Manage credentials for Region Meetings.
16. Distribute GLR Representative Registration Forms, Proxies and Ballots as appropriate for meetings.
17. Receive the completed Registration Forms (credentials) and Proxies and tally the responses.
18. Prepare and distribute voting cards, ensure representatives sign voting cards, and return them at the end of the meeting.
19. Take and maintain a roll of all members present at the Executive Board of Directors and Region Board meetings.
20. Confirm and report the status of a quorum.
21. Mail meeting materials to any representative not in attendance at Region meetings.
22. Maintain the Secretary's records of the Region.
23. Forward all files to successor, including a report on current activities.
24. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

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## **Historian**

1. The Region Director shall appoint the Historian, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. The Historian will report directly to the Secretary.
3. Copy the Secretary on all correspondence.
4. Submit a written report to the Secretary for each Region meeting, as appropriate.
5. Maintain GLR historical files which shall include names and dates of chapter charters, the list of GLR officers, past and present, dates and locations of GLR meetings, seminars and significant events.
6. Solicit articles and photographs for the GLR historical files.
7. Maintain inventory of items and furnish copy to the Secretary.
8. Maintain Historian's files for the Region.
9. Forward all files to successor, including a report on current activities.
10. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## Treasurer

1. The Treasurer shall be elected by the Region Board to a two-year term of office.
2. Serve as a voting member on the Executive Board of Directors and the Region Board.
3. Attend all meetings.
4. Serve as a voting member of the Executive, Finance and Seminar Review Committees.
5. Serve as Chairman of the Finance Committee. The Committee shall prepare the proposed annual budget for presentation to the Executive Board of Directors, and finalize the budget for presentation to the Region Board for approval.
6. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
7. Submit written reports for each Region meeting, as appropriate.
8. Copy the Region Director on all correspondence.
9. Prepare current GLR financial report for each board meeting.
10. Supervise the Fundraising Coordinator.
11. Administer financial affairs of the Region.
12. Collect Region dues. Notify Chapter Representatives and/or Chapter Presidents, and Region Director, if dues have not been received.
13. Maintain separate GLR bank accounts for checking and savings.
14. Receive and disburse region funds in accordance with the approved budget and bylaws restrictions.
15. Pay bills accompanied by proper documentation and deposit monies, within a timely period.
16. Maintain a permanent ledger of debits and credits.
17. Maintain a receipt file of GLR expenses paid.
18. Maintain a current inventory of the Region's property.
19. Prepare GLR annual financial statement for the Director's approval. When approved, submit financial statement to the EGA Treasurer.
20. Complete and file any required state tax forms, in a timely manner.
21. Recommend appropriate investment strategies for funds not needed for maintenance of regular Region business.
22. Provide GLR financial records for an annual audit to be conducted by designated auditor(s).
23. Prepare documents so that the signatures necessary to manage all financial accounts and records are ready for transfer to the newly-installed Treasurer, immediately following the meeting at which the installation occurs.
24. Transfer working funds to the incoming Treasurer on the first business day of the new term. After the audit, all old accounts will be closed, and any remaining funds transferred to the new accounts.
25. Advise Chapter Treasurers as needed.

26. Maintain Treasurer's records of the Region.
27. Forward all files to successor, including a report on current activities.
28. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Finance Committee**

1. The Finance Committee shall be composed of five members: the Treasurer who shall serve as chairman, the Director, Assistant Director, Fundraising Coordinator and one other member selected by the Treasurer and approved by the Executive Committee.
2. No member of the Audit Committee may serve on the Finance Committee.
3. Submit a written report to the Treasurer for each Region meeting, as appropriate.
4. Be familiar with the Region *Bylaws, Policies & Procedures* and *GLR Seminar Guidelines*.
5. Prepare and submit a proposed budget to be approved by the Region Board at the semiannual meeting.
6. Make recommendations to the Treasurer concerning any budget revisions.
7. Make recommendations to the Treasurer for prudent investment of Region monies.

## **Fundraising Coordinator**

1. The Region Director shall appoint the Fundraising Coordinator, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. The Fundraising Coordinator shall report directly to the Treasurer.
3. Serve on the Finance Committee.
4. Be familiar with the Region *Bylaws*, and *Policies & Procedures*.
5. Submit a written report to the Treasurer for each Region meeting, as appropriate.
6. Copy the Treasurer on all correspondence.
7. Solicit and recommend suggestions for fundraising to the Region Board.
8. Supervise the design and distribution of fundraising products. The use of the EGA and GLR logos must be in compliance with EGA rules concerning product design and approval.
9. Keep and have available a supply of Region merchandise for sale at Region meetings.
10. Develop and coordinate fundraising activities as directed by the Executive Board of Directors or the Region Board.
11. Forward all monies collected from sales from the fundraising project, in a timely manner, to the Region Treasurer for deposit into Region accounts.
12. Maintain Fundraising files for the Region.
13. Forward all files to successor, including a report on current activities.
14. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## State Liaison

1. The Director shall appoint one State Liaison for each state in the Great Lakes Region, i.e., Illinois, Indiana, Michigan, Ohio, and Wisconsin, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Serve as a member of the Executive Board of Directors and the Region Board.
3. Attend all meetings.
4. Submit a written report to the Region Director for each Region meeting, as appropriate.
5. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
6. Copy the Region Director on all correspondence.
7. Maintain communication with the chapters.
8. Visit each chapter at least once during the term of office, if possible.
9. Help identify and establish new chapters or satellite groups in the state as requested.
10. Report to the Director any perceived serious problems encountered by chapters.
11. Receive minutes and newsletters from chapters in the state. Provide information as necessary to the Director, GLR Newsletter Editor and Webmaster.
12. Assist chapters with publication of workshop information to other chapters if requested.
13. Solicit host chapter for State Day and serve as an advisor.
14. Preside over the State Day meeting.
15. Maintain Liaison's records for the Region.
16. Forward all files to successor, including a report on current activities.
17. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **State Day**

1. The State Liaison will solicit chapters to host State Day events
2. The State Liaison will serve as an advisor for the event.
3. The State Liaison will preside over a State Day meeting intended to encourage discussion of Region or chapter issues.
4. All State Day contracts must be signed by the Region Director and that State Day Coordinator.
5. The Region will provide a \$600 grant for each State Day (not to exceed one State Day per year) to subsidize the cost of an educational program as part of the event. State Day must be promoted and open to all member chapters within the host state to qualify for the Region grant. The request for the grant must be approved by the Director.

## **Nominating Committee**

1. The Nominating Committee shall be elected by the Region Board to a two-year term of office.
2. The Nominating Committee chairman shall serve as a member of the Executive Board of Directors and the Region Board.
3. Be familiar with the Region *Bylaws*, and *Policies & Procedures*.
4. Solicit, review, and retain for three years resumes of individuals interested in Region Board and GLR Nominating Committee positions.
5. Develop a slate of GLR officer candidates, identifying one candidate for each office, and GLR Nominating Committee candidates. The committee shall receive written letters of consent from all candidates.
6. Present nominees to the Executive Committee for vote should any vacancy occur, except that if the office of Director is vacated, the Assistant Director will fill the vacancy unless she/he declines.
7. Submit to the EGA Secretary, not later than July of odd-numbered years, a candidate for the National Nominating Committee.
8. Submit proposed slate and a brief biography of each GLR officer and Nominating Committee candidate for publication in the GLR Newsletter by May 10 of odd-numbered years.
9. Present the slate of officer candidates and Nominating Committee candidates at the odd-numbered year semiannual meeting for vote.
10. Tally and record votes.
11. Conduct a secret ballot run-off election immediately if there should be a tie vote. The Region Director shall appoint an election committee of three, none of whom is on the slate, to count the ballots and report the results.
12. Submit for publication the list of elected GLR officers and Nominating Committee members
13. Submit final Nominating Committee report to the Region Director following an election.
14. Maintain Nominating Committee files for the Region.
15. Forward all files to successor, including a report on current activities.
16. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

# Standing Committees

## Bylaws Chairman

1. The Region Director shall appoint the Bylaws Committee Chairman, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Serve as a member of the Executive Board of Directors and the Region Board.
3. Serve as chairman of the Bylaws Committee.
4. Attend all meetings.
5. Submit a written report to the Region Director for each Region meeting, as appropriate.
6. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
7. Copy the Region Director on all correspondence.
8. Maintain Bylaws Committee files for the Region.
9. Forward all files to successor, including a report on current activities.
10. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Bylaws Committee**

1. Members of the Bylaws Committee shall serve a two-year term concurrent with the term of the elected officers, and shall include the Bylaws Committee chairman, Assistant Region Director and the Parliamentarian.
2. Maintain the *Bylaws* and *Policies & Procedures*, and propose amendments as necessary per EGA or as directed by the GLR Executive Committee or Region Board.
3. Submit amendments to the *Bylaws* to the Executive Committee for approval. The proposal is then submitted to EGA Chapter/Region Bylaws Review Committee for approval. The proposed amendment(s) is (are) then distributed to the member chapters at least thirty (30) days prior to the meeting at which the vote is scheduled.
4. The Region Director and EGA Director of Bylaws shall sign all amended *Bylaws* prior to distribution to the member chapters.
5. *Policies & Procedures* may be amended by a majority vote at any Region Board meeting.

## **Education Coordinator**

1. The Region Director shall appoint the Education Coordinator, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Serve as a member of the Executive Board of Directors and the Region Board.
3. Attend all meetings.
4. Submit a written report to the Region Director for each Region meeting, as appropriate.
5. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
6. Copy the Region Director on all correspondence.
7. The Education Coordinator shall oversee the GLR Study Program, Group Correspondence Course, and Outreach.
8. Maintain Education files for the Region.
9. Forward all files to successor, including a report on current activities.
10. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Group Correspondence Course Coordinator**

1. The Region Director shall appoint the Group Correspondence Course Coordinator, who shall serve a two-year term , concurrent with the term of office of the elected officers
2. The GCC Coordinator will report directly to the Education Coordinator.
3. Copy the Education Coordinator on correspondence as appropriate.
4. Submit a written report to the Education Coordinator for each Region meeting.
5. Encourage the use of EGA Group Correspondence Courses, through the GLR-sponsored program.
6. Determine and announce the course selection each year in the GLR Newsletter and on the GLR Website. The list will be made available to chapters to reprint in newsletters, or as flyers to hand out.
7. Establish the participant cost to ensure the self-funding of the total yearly program.
8. Forward registration and course fees to the GLR Treasurer. The Treasurer will write checks to the teachers for the course manuals and a check to EGA for course fees and mail them to the GCC Coordinator, who will send them on to the appropriate parties.
9. Act as group coordinator for each class scheduled, following all of the guidelines established by EGA for GCC groups. Duties will include handling registration, distributing manuals, shipping and return shipping of all projects sent to the teacher for evaluation.
10. Packages with projects enclosed shall be shipped by insured mail.
11. Maintain GCC files for the Region.
12. Forward all files to successor, including a report on current activities.
13. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Outreach Coordinator**

1. The Region Director shall appoint the Outreach Coordinator, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. The Outreach Coordinator will report directly to the Education Coordinator.
3. Copy the Education Coordinator on all correspondence.
4. Submit a written report to the Education Coordinator for each Region meeting, as appropriate.
5. Solicit and receive Outreach Project Forms from GLR chapters.
6. Maintain a record of chapter community outreach projects through an annual report received from chapters.
7. Consolidate chapter reports, and submit an annual report to the EGA Community Outreach Chairman.
8. Communicate and share with chapters and their Outreach Chairman ideas for development of community outreach projects.
9. Propose and develop a Community Outreach Program for the Region with the recommendation of or at the request of the Executive Committee and with the approval of the Region Board.
10. Maintain Outreach files for the Region.
11. Forward all files to successor, including a report on current activities.
12. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **GLR Study Program**

1. The Education Coordinator will direct the GLR Study Program.
2. Develop and coordinate a GLR Study Program (formerly Pandora's Box) with programs available by loan to the Region chapters.
3. The study programs may emphasize the history and technique of traditional needlework, as well as the introduction of new and innovative applications of needlework. The Study Programs may include hands-on projects suitable for a chapter meeting or workshop that give further insight into the topic of the program.
4. The individuals who design the hands-on projects must sign a release form granting permission to the GLR and to those who use the GLR Study Program to reproduce the instructions for use by any GLR chapter and its members. Borrowers may charge a copying fee for those individual members who participate in the program.
5. Any project instructions should include a line granting copying rights to GLR member chapters.
6. Samples of any hands-on projects and complete instructions shall be furnished with the Study Program. However, any other materials or supplies for the hands-on projects must be purchased by the borrowing chapters, or the individuals enrolled in the program.
7. An evaluation form will accompany each program, and should be filled in by the borrower and returned with the program.
8. There will be a checklist enclosed which itemizes all items that have been shipped that must be returned to the Education Coordinator.
9. The GLR Study Program shall be subject to expansion with new topics being reviewed, developed and added to the collection.
10. Existing programs shall be periodically examined and evaluated for condition, information, and frequency of use. Depending on the results of the evaluation, some programs may be updated and returned to service or retired. Upon retirement, samples revert to the stitcher.
11. The Education Coordinator shall be responsible for promoting the GLR Program to the Region via the GLR Newsletter, the Region Website, and any other means that help to encourage the member chapters and individual members to borrow and use the programs.
12. There will be no fee charged to borrow any GLR Study Program, however, the borrowing chapter will be responsible for all shipping and insurance costs and will make a \$25 deposit for each program borrowed. The \$25 deposit will be refunded when the program has been returned complete and in good condition.
13. The Education Coordinator will keep an inventory of the GLR Study Program and maintain a permanent record for each program within the GLR Study Program, showing who has borrowed a program, noting receipt of funds to cover deposit and shipping, when it was borrowed, when it is due for return, when it has been returned, and the date the deposit is refunded.

## Seminar Coordinator

1. The Region Director shall appoint the Seminar Coordinator, who shall serve a two-year term concurrent with the term of office of the elected officers.
2. Serve as a member of the Executive Board of Directors and the Region Board.
3. Attend all meetings.
4. Serve as Chairman of the Seminar Review Committee.
5. Submit a written report to the Region Director for each Region meeting, as appropriate.
6. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
7. Copy the Region Director on all correspondence.
8. Solicit host chapters for future Seminars.
9. Supervise and oversee the Seminar Chairmen.
10. Ensure compliance with the Seminar Guidelines.
11. Keep Region Director informed of all issues.
12. Maintain and propose changes to the *GLR Seminar Guidelines*.
13. Research potential sites, solicit proposals and bids, and conduct site visits.
14. Submit a proposal to the Seminar Review Committee, including the site(s), the host chapter, the chairman, date, theme and logo.
15. Negotiate, draft and approve the final contract with the hotel facility, and serve as the principal contact regarding contractual issues with the facility through the event.
16. Coordinate the credit application process to establish a Master Account.
17. Determine the application of charges to and use of the Master Account, and coordinate assignment of Seminar comp rooms.
18. Draft and approve all Seminar vendor contracts, including but not limited to boutique and bookstore.
19. Draft all Seminar faculty contracts.
20. Chair the Seminar wrap-up meeting at each seminar.
21. Maintain a file of seminar reports and materials.
22. Forward all files to successor, including a report on current activities.
23. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Seminar Review Committee**

1. The Seminar Coordinator shall serve as the chairman of the Seminar Review Committee.
2. Members of the Seminar Review Committee shall include the Region Director, Assistant Region Director, Region Treasurer, and Seminar Coordinator.
3. Be familiar with the Region *Bylaws, Policies & Procedures, GLR Seminar Guidelines* and any other publications of the Region.
4. Monitor adherence to *GLR Seminar Guidelines*. Propose any changes necessary for Region Board approval.
5. Review and approve host chapter, chairman, site and theme of each seminar.
6. Review and approve seminar financial work plan and budgets.
7. Approve the Seminar loan after the work plan has been approved.
8. Approve the assignment of Seminar comp rooms.

## **Seminar Chairman**

1. The Seminar Chairman shall be approved by the Seminar Review Committee.
2. Report directly to the Seminar Coordinator.
3. Be familiar with the Region *Bylaws, Policies & Procedures* and *GLR Seminar Guidelines*.
4. Copy the Seminar Coordinator on all correspondence.
5. Submit a written report for each Region meeting, as appropriate.
6. Oversee and manage the Seminar Committee.
7. Sign a Letter of Agreement for Financial Responsibility for the GLR Seminar.
8. Adhere to *GLR Seminar Guidelines* with questions of interpretation directed to the Seminar Coordinator.
9. Appoint all Seminar Committee members. (Note: The Seminar Committee Chairman is approved by the Seminar Review Committee.)
10. Report all activities, in a timely manner, to the Seminar Coordinator. Monthly reports are required during the year prior to the Seminar.
11. Work with Seminar Coordinator to establish work plan and budget, and request loan monies as needed.
12. Send all required reports, minutes, work plans and budgets to the Seminar Coordinator.
13. Sign seminar facilities and vendor contracts to acknowledge receipt for information purposes only.
14. Submit copies of the final report to the Seminar Coordinator within 120 days of the close of Seminar.
15. Maintain and retain Seminar files for the Region for two years.
16. Provide the Region Director with the name and contact information of a person familiar with the files to be called in case of personal emergency.

## **Special Committees**

Special Committees shall be appointed by the Region Director as the Region or the Region Board deem necessary.

### **Audit**

1. The Region financial books shall be audited, at the close of each calendar year or at change of office, either professionally or by an Audit Committee appointed by the Region Director.
2. If appointed, the Audit Committee shall be composed of a Chairman and two other members to be appointed by the Region Director with approval of the Executive Committee.
3. Members of the Executive Committee may not serve on the Audit Committee.
4. The auditor(s) shall audit the GLR Treasurer's records annually and when there is a change in Treasurer.
5. The auditor(s) shall submit a report of findings at the GLR annual meeting, or as appropriate.