



Carolinan Region (CAR) Job Description

Region Director

1. As per Region bylaws, is elected for a 3-year term.
2. Conducts the Region's Executive Committee and Board of Directors meetings and any other special meetings as needed.
3. Serves as a voting member of the National Board of Directors, Regions Committee, Planning Committee, and other committees as requested by EGA National.
4. Is familiar with the Bylaws, Policies and Procedures, necessary manuals of both the National EGA and the Carolinas Region, and the resources available through the EGA National website.
5. Serves as the liaison between chapters within the region, the National Board of Directors, and EGA Headquarters.
6. Serves under and communicates with the National Vice President on a regular basis.
7. Communicates with the other Regions to help unify and strengthen the chapters, the Region, and EGA as a whole.
8. Maintains the files of the Region and keeps the record of the Region's chapters.
9. Oversees financial records of the Region.
10. Signs contracts as the legal representative of the Region.
11. Prepares interim and annual reports of the Region for the National Board of Directors and provides other information as requested.
12. Is responsible for the Region's activities such as seminars, retreats, exhibits, etc.
13. Monitors the EGA National Web Discussion Group for matters pertinent to areas of responsibility.
14. Contacts prospective chapters to determine their eligibility for charter.
15. Assists chapters when dissolution is necessary.
16. Prepares RD message and other articles as needed for *RegioNews*.
17. Prepares and submits requests for allowable reimbursement for Region business and travel.
18. Appoints committee chairs. Agrees to have name and email address published on the EGA website.
19. Sends copies of significant correspondence to the EGA National President and Vice President as necessary.
20. Submits an updated File/Document Emergency Location Form to EGA headquarters.
21. Forwards files, promptly and in good order, to successor, accompanied by report on current activities and needed follow-up action.
22. Frequently reviews the Region website to ensure the information is timely and accurate.
23. Maintains frequent contact with Assistant Region Director to advise ARD about all Region activities in order to prepare ARD to take over in an emergency.



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Assistant Region Director

1. Takes the place of RD in the absence of RD
 - a. Stays informed by communicating with the RD regarding Region activities, events, processes, concerns, goals, and programs
 - b. Assists RD in all activities
 - c. Is prepared to take over for RD if RD is unable to continue
2. Serves as a member of the CAR Executive Committee (EC) and participates in all CAR EC and Board of Directors meetings
3. Develops a good understanding of the Region and its chapters
 - a. Reads and understands the Region's bylaws
 - b. Knows what chapters are in our Region
 - c. Contacts each chapter to get the newsletter; reads the newsletter to gain an understanding of what each chapter is doing
 - d. Brings to the RD's attention any opinions, concerns, problems, or suggestions from the chapters that need to be addressed
 - e. Serves as a resource for the chapters by answering questions and handling problems
 - f. Submits articles to *RegioNews* (the CAR's newsletter) about other relevant CAR news or ideas as needed
4. Stays current on the policies, procedures, and developments of EGA National
 - a. Reads and understands the National Bylaws, Standing Rules, Policies and Procedures, and National Policies for Regions
 - b. Reads all National board minutes and all Region meeting minutes taken during National board meetings
 - c. Stays updated on EGA activities
5. Attends all CAR events and participates in all Region activities
6. Maintains a current list of EGA National-approved teachers that the Region can draw upon for seminar and chapter classes
7. Prepares reports and articles
 - a. Prepares reports for each Region Board of Directors meeting and submits to RD at least 2 weeks before each BoD meeting
 - b. Submits article(s) to *RegioNews* as needed
8. Works with/assists other members of the EC as requested
9. Attends National EGA Board Meeting with RD before transitioning to RD position
10. Serves as coordinator of Gold Thread nomination process to remind chapters/members to nominate and to answer questions about the process
11. Serves as Supervisor of committee that selects and schedules any touring teachers that may be asked to teach at Region or other events (when applicable)
 - a. Supervises the selection process



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- b. Supervises the scheduling process by working with the relevant Region and chapter officers.
 - c. Oversees the evaluation of the touring teachers' classes annually
 - d. Collects and collates names of touring teachers
 - e. Evaluates touring teacher program
 - f. Submits a report to the RD about the touring teacher program at the end of that program and, if there have been multiple touring teacher programs during the year, submit a report to the RD
12. Takes on other duties as designated by RD and/or as determined by analyzing current and future needs of the Region



Carolinan Region (CAR) Job Description

Secretary

1. As per Region bylaws, is elected for a 3-year term.
2. Serves as voting member of Region Executive Committee (EC) and Region Board of Directors (BoD).
3. Is familiar with the Region bylaws and policies and procedures.
4. Attends all Region Executive Committee meetings, Board meetings, and any other special meetings called by the Region Director and records minutes of these meetings.
5. Sends out meeting notices, agendas, and related documents within the specified time period before each meeting, as directed by RD in accordance with policies and procedures.
6. Assembles and disseminates meeting packets.
7. Takes roll call at each meeting and records number of name of attendees, whichever is deemed appropriate. Retains sign-up sheets (attendance sheets) for each Region meeting.
8. Includes in minutes a record of each motion made with the full names of those having made any motion, their chapter affiliation, and the result of the vote.
9. Opens all ballots and tabulates all votes (by ballot), reporting the results and filing for the records. Ballots shall be kept for one year.
10. Within two weeks of any meeting, draft minutes shall be sent to the Region Director (RD) for additions or corrections. A copy of the sign-up sheet (attendance sheet) shall be sent at the same time.
11. Upon approval of the RD, sends minutes to the members of the EC and, if appropriate, standing committee chairs via email. [Newsletter Editor is responsible for including minutes in next Region newsletter; website coordinator is responsible for posting minutes on Region website.] May mail or email minutes to chapter Presidents and Region Representatives for timely dissemination as circumstances indicate.
12. Keeps Secretary's file containing final original copy of minutes, original sign-up (attendance) sheets, and any handouts received at each meeting. These files shall be kept for a minimum of five years. Files may be saved electronically for permanent storage.
13. Performs additional duties as assigned.
14. Understands that minutes are the permanent, formal, official record of the business of the Region.
15. Transfers the permanent records, the meeting file/notebook, and any Carolinas Region files to the newly elected Region Secretary during the transition meeting of the election weekend.
16. Sends copies of significant correspondence to Region Director.
17. Sends articles and information to the *RegionNews* Editor well in advance of deadlines.



Carolinan Region (CAR) Job Description

Treasurer

1. As per Region bylaws, is elected for a 3-year term.
2. Serves as voting member of Region Executive Committee (EC) and Region Board of Directors (BoD) and attends all Region Executive Committee meetings, Board meetings, and any other special meetings called by the Region Director.
3. Is familiar with the Region bylaws and policies and procedures.
4. Has bookkeeping and/or accountings skills and the ability to use QuickBooks for Region finances.
5. Serves as Chair of the Finance Committee.
6. Upon assuming office, obtains signatures of authorized officers (Region Director, Secretary, and Treasurer) on bank signatory cards for each bank and, if necessary, sends those cards with letters of notification to the appropriate bank branches.
7. Notifies all Chapter Treasurers and Membership Chairs of the new Treasurer's name, address, email address, and phone number; sends them updated forms for submitting Region dues.
8. Acts as custodian of all Region funds; receives all moneys and pays all bills.
 - a. Within 30 days of receipt, pays bills accompanied by proper documentation and deposits money.
 - b. Secures additions required signature on checks.
 - c. Collects Region dues and forwards them to EGA National in a timely fashion.
 - d. Notifies Chapter Membership Chairs, Treasurers, and Presidents, as well as Region Director, if dues are not received.
 - e. Notifies Executive Committee of any potential financial problems.
 - f. Collects fines.
 - g. Reviews Region investments and accounts periodically to ensure they are meeting Region needs.
9. Keeps current and accurate records using QuickBooks.
 - a. Maintains separate Region bank accounts for checking and saving.
 - b. Keeps a running ledger of debits and credits.
 - c. Keeps a receipt file for expenses paid including check number and date.
 - d. Keeps organized files of correspondence and other materials generated or received.
 - e. Reconciles monthly bank account statements.
10. Maintains spending within budget.
11. Makes a report which shall include the budget status at each meeting and an annual report to the Executive Committee and Region BoD. These reports shall become part of the minutes.
12. Sends the Region Secretary an advance copy of any report(s) to be made at Region meetings.
13. Reviews the budget quarterly and recommends revisions to the Region Board.
14. Proposes financial policies as needed.
15. Prepares and sends to EGA and the Region Director the Annual Financial Report by February 15 of the next year.
16. Completes and files any required state tax forms in a timely manner.



FROM THE MOUNTAINS TO THE SEA

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17. Cooperates with any audit of the Region's financial records.
18. Maintains a current inventory list of the Region's property.
19. Advises Chapter Treasurers as needed.
20. Serves as treasurer for Region activities unless otherwise stated.
21. Sends copies of correspondence to the Region Director.
22. Requests reimbursement for budgeted expenses at least quarterly.
23. Writes a column for the Region newsletter as appropriate.
24. Selects a Region member familiar with the files to be called on in case of personal emergency and record this name with the Secretary.
25. Trains successor.
26. Upon leaving office, assists successor as necessary in obtaining new bank signature cards, etc., for all accounts.
27. Forwards files and property promptly to successor accompanied by all past reports and a report on current activities and needed follow-up action.
28. Is considered "resigned" if no communication has been received by the Region Director for four months.



Carolinan Region (CAR) Job Description

Director of Education

1. As per Region bylaws, is elected for a 3-year term.
2. Serves as voting member of Region Executive Committee (EC) and Region Board of Directors (BoD) and attends all Region Executive Committee meetings, Board meetings, and any other special meetings called by the Region Director.
3. Participates in class selection for all Region educational events.
4. Is familiar with the Region bylaws and policies and procedures.
5. Is the Region's expert on all phases of EGA and Region educational programs and activities.
6. Assists Chapters with any problems regarding EGA educational programs.
7. Sends copies of correspondence to the Region Director.
8. Keeps organized files of correspondence and other materials generated or received.
9. Makes a report at each meeting and an annual report to the Executive Committee and Region Board.
10. Submits report to the Region Secretary before each Board meeting for inclusion in the minutes.
11. Submits timely budget requests to the Treasurer.
12. Requests reimbursement for budgeted expenses at least quarterly.
13. Writes a column for each Region newsletter.
14. Provides the Region's Web Coordinator with information for inclusion on the Region's website.
15. Works with the Region Director and a Region Program Committee, when possible, to plan and carry out activities such as lectures, classes, shop tours, or other events to be held either virtually or in person. Selects programs for the following year for the Region, subject to the approval of the Board.
16. May appoints a ZOOM coordinator to plan and host ZOOM events. This ZOOM coordinator would serve as a member of the Region Program Committee.
17. Plans and supervises the Fall Retreat and serves as its Dean of Faculty.
18. Obtains instructors, makes contractual arrangements (which the Region Director signs) and determines costs for annual Region Retreat, subject to approval of the Board.
19. May survey members of the Region periodically to obtain information to be used in planning future programs.
20. Works with event Registrar and Chapter Treasurer to ensure that monies are received and appropriate payments are made.
21. Receives and processes applications for the CRESS scholarship.
 - a. Is responsible for tracking, along with the Region 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.
 - b. Sets and maintains the deadlines for applications, essay review, and award notification and ensures that the proper procedures are followed.
 - c. Coordinates the fair and impartial review of all applications and essays sent to the committee and ensures the most qualified applicant receives the award.



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- d. Notifies each applicant, the winner, the runner up, the Region Director, and others who need to know this information, in a timely manner.
 - e. Directs the Treasurer and Region Director to prepare a check for the winner, to be mailed to the winner as reimbursement if it can not be presented in person at the Retreat.
 - f. Keeps a complete record of all applicants and winners and of the Education Coordinator's own actions and those of the selection committee regarding this award.
 - g. Asks the winner to share her experiences with the Region members and schedules a presentation at the next Region event or requests an article to be published in the Region's Newsletter.
22. Trains successor.
23. Forwards files and property promptly to successor accompanied by all past reports and reports on current activities and needed follow-up action to ensure a smooth transition.



Carolinan Region (CAR) Job Description

Bylaws Chair

1. Serves as the Chair of this standing committee of the Region.
2. Attends all Region meetings and is prepared to comment on or answer questions regarding the bylaws, policies and procedures, job descriptions, and guidelines of the Carolinas Region and its chapters.
3. Is familiar with and follows the national and Region bylaws, policies, procedures, and forms.
4. Is aware of the procedure involved in reviewing or amending bylaws at the chapter or Region level.
5. Fully understands the need to adhere to the schedule and to use the templates provided by EGA National.
6. Serves as the liaison between the Region, the chapters, and EGA National for the bylaws review process.
7. Leads and coordinates the Region's mandatory 10-year bylaws review and ensures completion of the Region bylaws review in accordance with EGA policy.
8. Assists the RD with encouraging and assisting the Region's chapters to ensure completion of their chapter bylaws review in accordance with EGA policy.
9. Reads and responds promptly to correspondence from EGA officers, chapter officers, Region officers, or EGA headquarters staff regarding bylaw review issues.
10. Follows up on the chapter and Region bylaw review process as often as necessary to ensure completion by or before the deadline.
11. Instructs successor and passes on all information pertaining to the office.
12. Understands that the membership must be advised of proposed Region bylaws changes at least 30 days prior to the meeting at which they will be brought forward for a vote of approval.



Carolinas Region (CAR) Job Description

Nominating Committee Chair

1. Serves as the Chair of this standing committee of the Region.
2. Recognizes that this committee is responsible for nominating the following officers every three years: Region Director, Assistant Region Director, Secretary, Treasurer, and Education Coordinator.
3. Attends Region meetings to identify potential officers.
4. Confers with the Region Director to identify qualified candidates.
5. Works with the other two members of the Region's Nominating Committee to identify and interview potential candidates and to follow up with references.
6. Ensures that qualified candidates complete and submit EGA National resumé prior to being added to the slate.
7. Submits the slate of nominations to the Executive Board three months prior to the annual meeting at which the election will be held so that the names may be published in the *ReioNews* and/or otherwise sent to all of the Region's members at least 30 days in advance of the meeting.
8. Nominations shall be put forth at the Region's annual meeting for a vote.
9. Vacancies in the Region Director's position will automatically be filled by the Assistant Region Director. Vacancies in the positions of ARD, Secretary, Treasurer, and Education Coordinator will be filled by election of the Region's Board of Directors from nominations made by the Nominating Committee. Vacancies in other positions will be filled by appointment made by the RD.



Carolinan Region (CAR) Job Description

Nominating Committee Member

1. Serves on this committee for a 3-year term. The three members should serve staggered terms such that one member is replaced each year.
2. Recognizes that this committee is responsible for nominating the following officers every three years: Region Director, Assistant Region Director, Secretary, Treasurer, and Education Coordinator.
3. Attends Region meetings to identify potential officers.
4. Is familiar with the job descriptions of the jobs in question as well as with the Region's policies and procedures and with the EGA National policies as they relate to these positions.
5. Actively seeks out qualified members to fill the open positions.
6. Under direction of the Nominating Committee Chair, interviews potential candidates, reviews their resumés, and contacts each nominee's references for more information before working with the other nominating committee members to select the slate of candidates.
7. Helps the Chair submit the slate of nominations to the Executive Board three months prior to the annual meeting at which the election will be held so that the names may be published in the *ReioNews* and/or otherwise sent to all of the Region's members at least 30 days in advance of the meeting.
8. Assists the Chair in putting forth the nominations for a vote at the Region's annual meeting



Carolinan Region (CAR) Job Description

Web Coordinator

1. Is appointed by the Region Director and attends all EC meetings as a non-voting member, making regular reports about website development and features.
2. Serves as a voting member of the CAR Board of Directors (BoD) and attends all BoD meetings, making regular reports about website development and features.
3. Follows CAR and EGA National policies and procedures and bylaws.
4. Acts as liaison between the chapters, Region, CAR EC, CAR BoD, and contracted webmaster, contacting each source to get updates, and reviewing the website frequently to ensure that the information is kept current. This information includes but is not limited to chapter meetings and contacts, region documents and forms, region calendar of events, contact information for officers, and links to EGA National programs and activities.
5. Stays current with Region bylaws, policies and procedures, and EGA National policies, including the EGA *Website Review Guidelines*, ensuring that compliance is maintained with all of these entities.
6. Frequently and regularly checks all links on the website to ensure they are still active.
7. With the knowledge of the EC, reviews and approves any new links, blogs, photos, pages, or other information that might be appropriate to add to the website.
8. Maintains records and keeps Region Director informed of the following: correspondence and communications, copies of Website reports made to EC and BoD, questionnaires, expenses, and files of special projects for the website.
9. Submits an article for each issue of *RegioNews* to keep the members informed about website features.
10. Confers with Region Treasurer to ensure proposed website line budget item is accurate and appropriate to cover anticipated needs.
11. Maintains a current list of contact information for each CAR officer and for each chapter and program to ensure effective communication.
12. Submits required reimbursement forms, travel forms, etc., for activities required to carry out the duties of the job.
13. Maintains positive and supportive behavior and facilitates CAR and EGA National goals, missions, and activities.
14. Trains and transfers records to successor so that work on website continues without interruption.



Carolinan Region (CAR) Job Description

Newsletter Editor

1. Is appointed by the Region Director and attends all EC meetings as a non-voting member.
2. Serves as a voting member of the CAR Board of Directors (BoD) and attends all BoD meetings to maintain awareness of all Region activities.
3. Follows CAR and EGA National policies and procedures and bylaws.
4. Follows the EGA *Newsletter Guidelines* found on the EGA National website (under Document Downloads).
5. Maintains a current mailing list for mailing *RegioNews*.
6. Prepares, proofreads, and distributes the *RegioNews* newsletter on a quarterly basis.
7. Sends newsletters to:
 - a. Region Director
 - b. All other Region officers
 - c. EGA Newsletter Reviewer
 - d. Region Chapters/Region Representatives/members
 - e. EGA National officers
 - f. Newsletter Editor
 - g. Sharing chapters
 - h. Subscribers
 - i. Advertisers, if any
8. Handles advertising, current records of payment, and maintenance of information.
9. Is aware of possible copyright infringement.
10. Avoids printing anything that would be a problem for a not-for-profit organization.
11. Sets deadlines for information to be submitted to the *RegioNews* and publicizes those deadlines so everyone is aware of them.
12. Sends the RD a draft of the publication for review prior to its being printed.
13. Maintains custody of the Region-purchased publishing software.
14. Instructs successor and passed on all information pertaining to the office.



Carolinan Region (CAR) Job Description

Outreach Chair

1. Attends Region meetings regularly or appoints someone to act in her/his place.
2. Stays informed and is prepared to report on such information at Region meetings and/or via *RegioNews*.
3. Collects reports from each chapter regarding the outreach activities performed by the chapter during the reporting period.
4. Collates those chapter reports in order to prepares the yearly Outreach Report including all outreach activities performed by the all of the chapters in the Region.
5. Submits the yearly report to National EGA and presents it to the members at the Region's Board of Directors meeting.
6. Considers ways to promote and encourage chapters to perform outreach by methods such as, but not limited to:
 - a. setting up a display of chapter outreach projects at a Region meeting to let chapters share outreach ideas.
 - b. including a list of chapter outreach projects in chapter folders at Region meetings so Region Reps can take them back to their chapters.
 - c. recognizing chapters that have especially outstanding outreach projects (ie: presenting them with a certificate).
 - d. submitting articles about outreach projects to the *RegioNews* and/or *NeedleArts* magazine.



Carolinan Region (CAR) Job Description

Seminar Director

1. Is appointed to serve a two-year term as Chair of the Spring Retreat (odd year) and Spring Seminar (even year). [Ideally, the Seminar Director (SD) would start on July 1 of an even year, following the Spring Seminar, and would plan for and direct the following Spring Retreat (odd year) and Spring Seminar (even year) before the term ended on June 30 of the second year]. (Details of specific duties are described in a separate document.)
2. Participates in all CAR Executive Committee (EC) meetings as a non-voting member
3. Attends all CAR Board of Directors meetings
4. Attends all CAR seminars and retreats, staying at event venue and participating in activities
5. Prepares annual report about Spring Seminar/Spring Retreat and submits to RD within a month after end of event
6. Supervises all preparations and committee activities related to development and execution of plans for these events
7. Submits articles to *RegioNews* to keep members informed about plans for seminars and retreats.
8. Makes report to members at Board of Directors meetings to keep members informed about seminars, retreats, and other Region activities