

Section I – RMR Region Retreat Policies and Procedures & Committee Job Descriptions

A. Rocky Mountain Region Retreat Policies and Procedures & RMR Scholarship Policies and Procedures from Region Officers' Notebook (RON), Section II.D-:

IX. Region Retreat Policies

- A. A retreat committee is a special committee of the Rocky Mountain Region. The retreat chairman does not sit on the region board.
- B. The assistant region director oversees retreat committees.
- C. The region will use the current EGA-contracted event services company to help secure the venue for region retreats. **No contact of any kind with any venue will occur prior to enlisting this company to begin the search.** Contact with the company will initiate through the RMR Seminar/Retreat Coordinator.
- D. The retreat chairman is directly responsible to the region director and the region board through the assistant region director.
- E. Region retreats will be held as special region events, as deemed appropriate by the region board.
- F. Region retreats will be sponsored by the region.
- G. A region retreat may be held in conjunction with the annual region meeting.
- H. The region shall schedule retreats, preferably, two years in advance.
- I. The retreat chairman shall be appointed by the region director at the annual meeting 2 years prior to each retreat.
- J. The retreat committee will consist of the retreat chairman, the retreat mentor chairman, the retreat registrar, and the region treasurer. Any of these positions may be co-chaired with another person with the exception of the treasurer. The assistant region director and the region director are ex-officio members of the retreat committee.
- K. The retreat chairman selects all committee chairmen. The chairman will submit the name and synopsis of background information of individuals (relating to each position) to the region director and assistant region director within 30 days of the chairman's appointment. The region director will then present the information to the region executive board members for ratification in a timely manner.
- L. The retreat chairman, mentor chairman, and registrar have read the RMR retreat policies and procedures contained in the *Rocky Mountain Region Retreat Guidelines* and will abide by them.
- M. The region will maintain a RMR retreat checking account which will be administered by the region treasurer. Authorized signers on the account will be the region treasurer, region director and assistant region director.
- N. Any profit made from a retreat will remain in the RMR retreat checking account for use for future retreats.
- O. Job descriptions for the retreat chairman, mentor chairman, and registrar are policy which must be observed.
- P. All retreat expenditures from the RMR retreat checking account will require the following process:
 - 1. All retreat committee members will send a *Retreat Request for Expenditure* form (RRE) to the retreat chairman for approval. Retreat chairman will send RRE to assistant region director for approval.
 - 2. Retreat chairman and assistant region director will forward approved copies of the RREs to the region treasurer for payment.
 - 3. Region treasurer will notify retreat chairman of check number and payment date for

each RRE.

- Q. In order to reduce costs to retreats PayPal will not be used for retreats.
- R. A minimum of 3 and a maximum of 4 mentors will be hired for a retreat. An Open Stitching studio (no mentor) will be offered in addition to the studios with mentors. The retreat committee will include a space for this studio in the contract with the venue.
- S. When the EGA national president accepts an invitation to attend a RMR seminar, the RMR will assume cost of her registration, excluding any class or kit fees. Transportation, meals (outside of registration fee), and lodging will be paid for by national. This arrangement should be clearly stated to the president in the original invitation.
- T. Retreat registration will be done as follows:
 - 1. Downloadable registration form will be put on RMR website. Information on availability of form will be published in *Border to Border*.
 - 2. Completed registration forms will be accepted via USPS or as scanned and emailed documents.
 - 3. Payments for retreat will be accepted in the form of a check or money order mailed to registrar.
- U. **EGA RETURNED CHECK POLICY:** Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to an EGA chapter, region, or national. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a \$25.00 handling fee.
- V. All mentor and site/hotel contracts will be reviewed by a contract review committee before signing. This committee is overseen by the assistant region director.
- W. All contracts for services for region retreat shall be approved and signed by the region director. This includes all mentor contracts, hotel (site) contracts, and any special service that is necessary to conduct the retreat.
- X. The Prospectors chairman will be responsible for coordination of exhibits at a retreat. In addition to the Prospector's exhibit, there may be 2 others: the upcoming region seminar early registration exhibit and possibly a "special" exhibit by a local chapter or other region entity. The retreat registrar will assemble a list of volunteers which will be given to the Prospector's chairman.
- Y. Regular registration shall not open on a weekend or holiday.
- Z. Early registration will be made available to RMR members only.
- AA. Non-RMR members will be charged an additional fee.
- BB. At the discretion of the retreat committee, early registration may begin at the region seminar the year prior. Early registration shall be open for at least two (2) months. The fee due at the time of early registration should be the non-refundable portion of the total registration fee.
- CC. Early registrants are guaranteed a space in their choice of studio if the studio is not cancelled and does not go to lottery with early registrants, provided they have paid the balance of their registration fees by the designated date – one week before Regular Registration begins. By failing to complete the registration in the time frame, the early registrant forfeits guaranteed space in the chosen studio.
- DD. **REGISTRATION CANCELLATION POLICY:** Cancellation requests must be in writing and emailed OR mailed to the event registrar by Priority Mail with signature confirmation. If emailed, the registrant must follow-up with the event registrar via phone if not having heard from the event registrar verifying receipt of cancellation email. A full refund, less the non-refundable fee, will be made for cancellations received no later than 2 months prior to event opening date. After the specified date, refunds will be issued only if

the cancellation is due to illness or death of a participant or immediate family member, to be approved by the event committee. [From August 2017 meeting]

EE. Studio(s) will be closed to further registrations if filled by early registrations.

FF. **STUDIO CANCELLATION POLICY:** Sixty (60) days after the opening of regular registration, the retreat chairman and retreat committee will consider the current retreat and studio enrollments based on, but not limited to, retreat breakeven numbers and redistribution of registrants should a studio be cancelled. Retreat, at its sole discretion, may cancel the Contract for Mentoring Services or portions thereof, without liability to Retreat and/or Mentor. In the event of cancellation, **Retreat shall not be responsible** for any expenses, including but not limited to, preparation costs, mentoring fee, and/or travel expenses. Mentor shall be notified of cancellation by telephone and a written cancellation confirmation notice shall be postmarked to Mentor (return receipt requested) on or before the date specified in the contract.

GG. If a deficit can be foreseen after all cost-cutting measures have been taken, including canceling low enrollment studios, the retreat will be canceled.

HH. If a retreat must be canceled, the termination shall be accomplished by the mentor cancellation date indicated in the mentors' contracts or by the facilities contract cancellation date, whichever is earliest.

II. Although RMR Retreats are to be self-sustaining the Region Board accepts the overall responsibility of retreat expenses. In the event the Retreat bank account falls below a \$2000.00 threshold the region will biannually budget \$2,000 for this expense.

JJ. The money for the RMR awarded scholarship(s) will be deposited into the Retreat checking account at the end of the regular registration period.

KK. The region treasurer maintains the retreat financial records – checkbook, bank statements, copies of IC reporting forms, and supporting documents. The retreat chairman will put any remaining paperwork – hotel contracts, mentor contracts, final registration spreadsheet, final reports, etc. – onto a flash drive (purchased by retreat). The flash drive will be clearly labeled and sent to the assistant region director, along with the paperwork (for disposal at their discretion).

LL. The Final Retreat Report, which includes the Final Financial Report, shall be sent to the region director and assistant region director within 13 weeks of the close of retreat.

X. Region Seminar/Retreat Scholarship

A. The region will pay the RMR seminar/retreat registration fee for one region member-in-good-standing.

B. A second scholarship may be awarded to any RMR member-in-good-standing who has never attended a RMR region seminar or retreat before.

C. The decision to offer one, two or no scholarships will be made by the region board at the first board meeting of the year for the next year's seminar/retreat based upon available funds

D. The chapter region representatives will submit names of the interested region members in two lists - one of interested region members and one for all interested first-timers (if a second scholarship has been made available) - by a date determined by the region director.

E. Previous Rocky Mountain Region Seminar/Retreat Scholarship awardees are ineligible.

F. The drawing for the scholarship winner(s) and alternate(s) shall be made at the region seminar/retreat the year before.

G. The winner(s) and alternate(s) of the RMR Scholarship(s) for the region seminar/retreat will be notified by the region director within the week following the seminar/retreat to congratulate them and to verify the intentions of the recipient (s). If the recipient is not

- able to accept the award the alternate(s) will be notified in the order they were selected.
- H. Once acceptance is verified, information regarding the process for registration should follow. The region director will send the seminar/retreat registrar contact information for the winner(s) and alternate(s) so it can be noted that their registration is paid by the region and to be able to communicate with the scholarship winner(s) with necessary seminar/retreat information.
 - I. Scholarship winner(s) MUST complete early registration for region seminar/retreat. If early registration fee has been paid by winner(s), it will be returned.
 - J. Scholarship winner(s) MUST register for region seminar/retreat by the applicable deadline registration date. The registration fee is not submitted by the scholarship winner(s). All other applicable fees must be paid by the winner(s).
 - K. It is suggested that the winner(s) should be guaranteed their first class/studio choice. If that class/studio is cancelled, then they should receive their second choice.

B. Job Description of Retreat Chairman

Qualifications: The retreat chairman shall have prior administrative experience, be capable of dealing with large groups of people, and be able to delegate responsibilities. All retreat committee members need to be confident in email and receiving, opening, acknowledging and sending attachments.

1. Must be familiar with the *Rocky Mountain Region Retreat Guidelines* prior to confirmation by the RMR executive board of directors.
2. Is directly responsible to the region director and the region board through the assistant region director.
3. Reports regularly to the assistant region director, reporting on all aspects of the retreat and its finances.
4. Provides reports as requested – prior to region board meetings and *Border to Border* deadlines.
5. Appoints retreat committee chairmen - registrar and mentor chairman - and provides each with a copy of the *RMR Retreat Guidelines*, which includes the *RMR Retreat Policies and Procedures*. Sends names and background synopses to assistant region director and region director for executive board approval.
6. Works with the assistant region director and the event services company during the entire Site Selection process. **No contact is made by anyone with any potential site, outside of the event services company.** The full site selection process is listed in Section III of the Region Retreat Guidelines.
7. Proposed dates should be checked against the master calendar through EGA headquarters before final dates are set. Schedules for other needlework events – Other EGA Regions, ANG, other national needlework events, etc. – should also be taken into consideration. When dates are confirmed submit them to EGA headquarters for inclusion in the master calendar.
8. Works with retreat committee and assistant region director to establish an initial workplan/budget (See Section IV.C and Appendix IV-B) for presentation to region executive board for approval.
9. Monitors and helps prepare workplan/budget revisions, as needed.
10. Works with retreat registrar to publicize the retreat throughout the region, keeping in mind *Border to Border* publication deadlines.
11. Works with the mentor chairman to prepare the mentor contracts and makes sure that the contracts are submitted to the region director for approval before sending on to the mentors. NOTE: All contracts and services for region retreats, including mentor contracts, shall be approved and signed by the region director.
12. Approves all expenditure submissions (except their own), through receipt of *Retreat Request for Expenditure* (RRE) form (Appendix IV-A). Sends a copy of any approved RRE to region treasurer for payment.
13. Submits own *Retreat Request for Expenditure* (RRE) form (Appendix IV-A) to the assistant region director for approval, being aware of deadlines and lag-time for disbursement of checks to payees. Submissions may be sent via USPS or scanned (including receipts) and sent via email.
14. Works with region director to facilitate region events that are held in conjunction with the retreat, i.e. executive and region board meetings, as well as Prospectors chairman for region exhibits.
15. Works with venue/site to plan the Region lunch (in coordination with the region director) and retreat banquet. (See Section II.F-*Food Functions Guidelines*)

16. Verifies that region historian will have someone available to take pictures throughout retreat.
17. Schedules wrap-up meeting during retreat or soon after.
18. Invites next seminar and/or retreat chairmen and committee chairmen to attend wrap-up meeting.
19. Sends the retreat committee chairmen a copy of the *Region Committee Chairman Final Retreat Report Form* (Appendix II-A).
20. Prepares *Final Retreat Report* (Appendix II-B), which includes the *Final Retreat Financial Report* and *Retreat Summary Report* (Appendix II-C) to be sent to the region director, assistant region director, and the next years' seminar and retreat chairmen within 13 weeks of the close of retreat.
21. Prepares a flash drive according to Retreat Policies and Procedures – Section I.A-Item MM.

C. Job Description of Retreat Mentor Chairman

Qualifications: All retreat committee members need to be confident in email and receiving, opening, acknowledging and sending attachments.

1. Reports to the retreat chairman.
2. Must be familiar with the *Rocky Mountain Region Retreat Guidelines* prior to confirmation by the RMR executive board of directors.
3. Works within the workplan/budget.
4. Makes timely reports to retreat chairman.
5. Follows procedures in Section V- RMR Retreat Mentors to form mentor selection committee. The region director is an ex-officio (non-voting) member of this committee.
6. Submits requests for expenditures/reimbursements (faculty per diem, mentoring fees, travel, etc) to retreat chairman for approval, using the *Retreat Request for Expenditure (RRE) Form* (Appendix IV-A), being aware of deadlines and lag-time for disbursement of checks to recipients. Submissions may be sent via USPS or scanned (including receipts) and sent via email.
7. Maintains contact with registrar throughout registration in order to:
 - a. Monitor studio sizes.
 - b. Contact mentors as needed to change number of registrants in studios.
 - c. Consider studio cancellation.
8. Discusses retreat site with retreat chairman to assign studio spaces.
9. Oversees Studio Angels.
10. Optional: Scheduling a Mentor meeting prior to the first day of retreat is at the discretion of the mentor chairman and/or region treasurer. Informs attendees ahead of time of when and where the meeting is going to be. Things that might take place at this meeting: Disbursement of per diem cash to mentors, *Evaluation By Mentor* forms (Appendix V-I) handed out, picking up completed *Mentor Reimbursement* forms (Appendix V-G), last minute instructions/reminders, meeting Studio Angels, etc.
11. Schedules a Studio Angels meeting prior to the first day of retreat. Informs attendees ahead of time of when and where the meeting is going to be.
12. Monitors studios during retreat and assists, as needed.
13. Prepares the *IC Payment Reporting* forms (Appendix IV-C), the copy of which will be given to each mentor along with their check at the end of retreat. Original goes to EGA headquarters.
14. Delivers checks (with copy of *IC Payment Reporting* form) to mentors at end of retreat and picks up completed *Evaluation By Mentor* form (Appendix V-I). Optional: Invites retreat chairman to accompany.
15. Is responsible for and is the only contact person for mentors. That includes monitoring:
 - a. Transportation
 - b. Lodging
 - c. Other needs
16. Prepares *Region Committee Chairman Final Retreat Report Form* (Appendix II-A) to be sent to retreat chairman within 7 weeks of close of retreat, along with paperwork, such as mentor contracts. Copies of IC Reporting Forms and/or W-9s are sent to region treasurer.

E. Job Description of Retreat Registrar

Qualifications: All retreat committee members need to be confident in email and receiving, opening, acknowledging and sending attachments.

1. Reports to retreat chairman.
2. Must be familiar with the *Rocky Mountain Region Retreat Guidelines* upon confirmation by the RMR executive board of directors.
3. Works with retreat chairman to promote the retreat, keeping in mind *Border to Border* deadlines.
4. Works with retreat chairman and mentor chairman to prepare a registration information packet and registration form. (See Section VI.C & D and Appendix VI-B)
5. Prepares registration materials for region website, email/mail distribution and display at seminar in year prior to retreat.
6. Sends requests for expenditures/reimbursements (printing costs, postage, etc) to retreat chairman for approval, using the *Retreat Request for Expenditure* (RRE) form (Appendix IV-A), being aware of deadlines and lag-time for disbursement of checks to recipients.
7. Receives names and other information on region scholarship winner(s) from region director.
8. Responds, in a timely manner, to inquiries concerning registration.
9. Receives and handles early, regular and late registrations via USPS and online. Assigns a registration number to each registrant.
10. Maintains a file for each registrant.
11. Receives and deposits checks from registrants. Uses RMR retreat checking account deposit slip book (provided by region treasurer) for all check/cash deposits. All checks must be photocopied and original bank deposit slips attached to the photo copies of applicable checks.
12. Prepares *Retreat Deposit Record Form* (Appendix VI-I) and sends a copy to the retreat chairman and region treasurer on a regular basis.
13. Assigns studios based on choice of registrants and adherence to early, regular, and late registration deadline parameters. **There shall be no preferential treatment for any registrant except for region scholarship winner(s)** (see Region Seminar/Retreat scholarship policies – Item K).
14. If a studio is requested as first choice and runs over the maximum number per mentor contract, contacts mentor chairman who will contact mentor to find out if maximum can be increased. If studio is still over the agreed to number, runs a lottery and places those who do not make their first choice, into their second choice.
15. Reports studio registrant numbers to retreat chairman and retreat mentor chairman following each registration deadline and as requested.
16. Prepares and sends retreat studio assignment letters (Appendix VI-G & H) to registrants following each registration deadline.
17. Sends billing for extra banquet tickets, facilities use fees and other pertinent charges to registrants.
18. Works with retreat chairman to collect information from registrants on food issues, entrée choices (if applicable), etc. Records this information and sends reports to retreat chairman.
19. Verifies and keeps track of room reservations and roommates. Helps facilitate roommate requests from registrants.
20. Sends copies of studio lists (to include angel volunteers) for mentor chairman to send to mentors.
21. The Prospectors chairman is responsible for coordination of exhibits at a retreat. The retreat registrar will assemble a list of volunteers which will be given to the Prospectors chairman.
22. Creates retreat handbook (Appendix VI-J)

23. Prepares registration packets, including banquet tickets, banquet meal cards, schedule, hotel map, etc. to be distributed at registration.
24. Identifies the location of registration area at retreat site.
25. Coordinates volunteers as needed for registration at retreat.
26. Is available to answer questions during registration at retreat.
27. Handles cancellations with retreat chairman approval. Submits requests for refunds from cancellations to region treasurer, using the *Retreat Request for Expenditure Form* (Appendix IV-A). Submissions may be sent via USPS or scanned and sent via email.
28. Informs mentor chairman of cancellations and corrects studio class rosters to send to mentors.
29. Turns over the most current checking account deposit book(s) and all photocopied checks with original deposit slips to region treasurer at retreat wrap-up meeting for inclusion into the retreat records. Any later deposit records will be sent to the retreat chairman within 15 days of close of retreat.
30. Sends the final copy of the retreat registration spreadsheet (via email) to the retreat chairman.
31. Prepares *Region Committee Chairman Final Retreat Report* form (Appendix II-A) to be sent to retreat chairman within 7 weeks of close of retreat.
32. Shreds contents from all registrant files 14 weeks following the end of retreat.