

**THE EMBROIDERERS' GUILD OF AMERICA, INC.**  
**REGION OFFICERS' NOTEBOOK**  
**TABLE OF CONTENTS**

<b>Section I</b>	<b>General Information</b> <ul style="list-style-type: none"><li><b>A. Introduction</b></li><li><b>B. History</b></li><li><b>C. Guidelines for Effective Board Membership</b></li><li><b>D. Region Benefits</b></li></ul>
<b>Section II</b>	<b>Bylaws, Policies and Procedures</b> <ul style="list-style-type: none"><li><b>A. EGA Bylaws</b></li><li><b>B. Rocky Mountain Region Bylaws and Amendments</b></li><li><b>C. EGA National Policies and Procedures</b></li><li><b>D. Rocky Mountain Region Policies and Procedures</b></li></ul>
<b>Section III</b>	<b>Job Descriptions</b> <ul style="list-style-type: none"><li><b>A. Region Director</b></li><li><b>B. Assistant Region Director</b></li><li><b>C. Seminar/Retreat Coordinator Duties</b></li><li><b>D. Secretary</b></li><li><b>E.1 Treasurer</b></li><li><b>E.2 Treasurer – Retreat Duties</b></li><li><b>F.1 Nominating Committee Chairman</b></li><li><b>F.2 Nominating Committee Charge</b></li><li><b>G. Outreach Chairman</b></li><li><b>H. Education Chairman</b></li><li><b>I. Fund Raising Chairman</b></li><li><b>J. Membership/Marketing Chairman</b></li><li><b>K.1 Directors' Club Chairman</b></li><li><b>K.2 Directors' Club Charge</b></li><li><b>L. Newsletter Editor</b></li><li><b>M. Prospectors Chairman</b></li><li><b>N. Historian</b></li><li><b>O. Region Representative</b></li><li><b>P. Documents/Bylaws Chairman</b></li><li><b>Q. Web Liaison</b></li></ul>
<b>Section IV.</b>	<b>Schedules</b> <ul style="list-style-type: none"><li><b>A. Where to Send What and to Whom</b></li><li><b>B. When, Who, What, Where and How to Write a Report for the Region</b></li></ul>
<b>Section V.</b>	<b>Miscellaneous Information</b> <ul style="list-style-type: none"><li><b>A. How to Host a Region Meeting</b></li><li><b>B. Record Keeping</b></li><li><b>C. Document/Files Emergency Location Form</b></li><li><b>D. Logos</b></li><li><b>E. Saint Clare</b></li><li><b>F. Jody Gergens Scholarship Application Form</b></li><li><b>G. <i>Needle Arts</i> Submission Guidelines</b></li><li><b>H. Prospectors Exhibit: Guidelines, Regist. Form, Policies &amp; Procedures</b></li><li><b>I. EGA Website Review Guidelines</b></li><li><b>J. Region Online/Virtual Education Course Info. &amp; Documents</b></li></ul>
<b>Section VI.</b>	<b>Forms (Listed individually on RMR website)</b> <ul style="list-style-type: none"><li><b>A. Dues Transmittal Form</b></li><li><b>B. Dues Collection Schedule</b></li><li><b>C. Request for Reimbursement</b></li><li><b>D. Region Director's Request for Reimbursement</b></li><li><b>E. Jody Gergens Memorial Scholarship Application</b></li><li><b>F. Outreach Report Form</b></li><li><b>G. Chapter Officer Reporting Form</b></li><li><b>H. Member Profile</b></li><li><b>I. Individual Appraisal and Waiver of Appraisal Forms</b></li><li><b>J. Website and Newsletter Release Form</b></li><li><b>K. Document–Files Emergency Location Form</b></li><li><b>L. Retreat-Sponsored Online Course Documents</b></li></ul>