

# **Section II**

## **RMR Region Seminar General Information and Organization**

**Revised 5/2022**

## Section II – RMR Region Seminar General Information and Organization

### A. Seminar Chairman – Job Description

(NOTE: This is RMR policy, and the full description is found in *Section I.E of the Region Seminar Guidelines*)

### B. General Information

1. Region seminars are held in even numbered years.
2. Any questions regarding Rocky Mountain Region seminars should be directed to the assistant region director.
3. A region seminar may be hosted by a single chapter, by several chapters, or by the region as a whole. An invitation to host a seminar should be issued in writing to the assistant region director with a copy to the region director by the host unit. An invitation for a year that the seminar will be held can be issued before exact dates and site are decided.
4. The seminar chair works with the assistant region director and 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 site and exact dates of the seminar will be established as early as possible; three years out is not too early. The full site selection process is listed in *Section III of the Region Seminar Guidelines*.
5. In agreeing to host a seminar, the host unit agrees to follow the policies and procedures outlined in *Section I of the RMR Region Seminar Guidelines*.
6. The host unit's board of directors and the seminar committee shall work together for a successful seminar.
7. The seminar committee will consist of the chair, assistant chair, secretary, treasurer, registrar and dean of faculty. Other chairs can be added as necessary. The chair is selected by the host unit with approval of the region executive board. In the case of a region hosted seminar, the seminar chair is selected by the region director and assistant region director and approved by the region executive board. The seminar chair selects the other seminar committee members. Individuals considered for seminar positions should have qualifications that give them background for the job to be done. The seminar chair submits the name and a synopsis of background information relating to the position for the dean of faculty, treasurer, and registrar to the region director within 30 days of the chair's ratification. *(Rocky Mountain Region Seminar Policies, Section I.B.)* These names are ratified by the region executive board in a timely manner.
8. An up-to-date roster of all seminar committee chairs should be sent to the assistant region director and the region director whenever there is a change.
9. The seminar committee chair is directly responsible to the region director and the region board through the assistant region director.
10. The assistant region director and the region director are ex-officio members of the seminar committee.
11. Meetings of the seminar committee should be scheduled as necessary, generally more frequently as the seminar approaches.
12. If the seminar is sponsored by the region, a synopsis of the minutes should be sent to each region representative as a means of keeping communication open.
13. All contracts for services for region seminars shall be approved and signed by the region director. This includes all faculty contracts, hotel (site) contracts, bookstore, boutique, and any special service that is necessary to conduct the seminar.
14. A seminar theme may be selected. Seminar logos are usually designed in conjunction with the theme. Seminar logos must include the EGA trademark. The EGA trademark (logo) is defined as the EGA emblem, the words "The Embroiderers' Guild of America", or the letters "EGA". The seminar logo must be submitted to the EGA Product Design and Sales Committee for approval prior to being used. **Note: This process should be completed between 1 ½ and 2 years before the seminar.**
15. All seminar participants shall be EGA members.
16. The books of the seminar shall be audited (within 90 days of the close of seminar) before the bank account is closed.
17. The final seminar report, which includes the complete Final Seminar Financial Report, shall be sent to the region director within 120 days of the close of seminar. This report is forwarded by the region director to the assistant region director.
18. A copy of the Final Seminar Financial Report along with a check for the region's share of the seminar proceeds is sent to the region treasurer within 120 days of the close of the seminar.

## C. Suggested Timeline for Seminar Preparation

<b><u>PreSeminar</u></b>	<b><u>Task</u></b>
<b>36 months</b>	Invitation offered in writing to the region seminar/retreat coordinator by the host unit.
<b>30 months</b>	Seminar chair selected and approved by region executive board. Seminar executive committee members selected.
<b>26 months</b>	Site selected, no later than 26 months. Seminar theme and logo selected.
<b>24 months</b>	Logo sent to EGA Product Design and Sales Committee for approval. Final logo shown to region board. Other seminar committee chairs chosen. Initial workplan/budget presented and approved by the region director, assistant region director, and region treasurer. 1 <sup>st</sup> loan requested. Invitations sent to prospective teachers. Initial loan made to seminar committee; bank account opened. Seminar may choose to advertise for teachers in EGA publications, <i>Border to Border</i> or other region newsletters.
<b>20 months</b>	Proposal requirements sent to potential faculty.
<b>17 months</b>	Seminar activities assigned to chapter members or, if region-sponsored, to chapters. Current workplan/budget approved; 2 <sup>nd</sup> loan request.
<b>15 months</b>	Faculty proposals due. List of teachers submitting proposals sent to region director who then sends to EGA Director of Education (National policy).
<b>14 months</b>	Faculty selection committee chooses classes and faculty notified of acceptance or non-acceptance.
<b>13 months</b>	Accepted faculty return contracts. Projects sent for photography, display at region retreat
<b>12 months</b>	Class preview at region retreat; invitation to attend. Early registration begins. Early registration information published on region website. Treasurer begins monthly financial reports to seminar chair, assistant region director, region treasurer, and region director.
<b>11 months</b>	Brochure completed
<b>10 months</b>	Early registration ends.
<b>7 months</b>	Brochure sent and published on region website.
<b>6 months</b>	Registration opens.

<b>5 months</b>	Loans from region repaid. Hotel deposit from region repaid (if deposit was necessary).
<b>4 months</b>	Registration closes. Determine classes that do not meet minimum enrollment. Decision about cancellation of classes is made. Classes assigned, letters sent to participants.
<b>3 months</b>	List of class participants sent to teachers. Kit fees and any remaining seminar participant fees due. Registrar furnishes information collected from registration forms to various seminar committees.
<b>1-2 month(s)</b>	Refunds with penalty can be made under extenuating circumstances due to the cancellation by a participant.

### **Seminar Week**

#### **Following Seminar:**

<b>Within 60 days</b>	All chairs (except treasurer) send final job reports <b><u>(Sec. IX-A)</u></b> to seminar chair.
<b>Within 90 days</b>	Audit seminar treasurer's financial records. Treasurer sends final job report to seminar chair after audit.
<b>Within 120 days</b>	Treasurer sends Final Seminar Financial Report to the seminar chair. Seminar chair sends complete final seminar report, including Final Seminar Financial Report, to region director. <b><u>(Sec IX-B)</u></b> Seminar chair sends a copy of the Final Seminar Financial Report to region treasurer, and assistant region director. Treasurer sends proceeds checks to region and chapter treasurers. Treasurer sends notice to region treasurer to close bank account. Treasurer sends <u>all</u> financial records, including canceled checks and all bank statements, to region treasurer. Seminar chair sends Seminar Summary Report <b><u>(Sec. IX-C)</u></b> to region director and assistant region director.

**(Attachment II-A)**

**Submissions to the EGA Master Calendar**

- A. The Events page on the National Website serves as EGA's master calendar
- B. There are several ways to submit seminar information to the EGA Master Calendar:
  - 1. Events may be submitted directly to the Electronic Media Coordinator through the Contact Us page, (<https://egausa.org/contact-us/>), choosing Events as a topic and including the following information:

**Name of event:**

**Date:**

**Location:**

**Link:** A link to more information is available(example: region website).

**Document:** If a brochure or document with more information is available.

**Any other relevant information that you would like people to know.**

- 2. **As of 5/2022:**

**Rand Duren**

**Electronic Media Coordinator**

**Embroiderers' Guild of America**

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- 3. On the EGA website, after login, go to Members Only, Documents, RSG Section 1, General, Form I.A