SECTION IV SCHEDULES

**Revised 7/2022**

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| **Schedule A (Page 1) 2022-2023** |
| ***Who*** sends the form: | ***What*** to send: | ***When*** to send it: | ***Send*** to**(See Page 2):** | ***Form:*** |
| Chapter Secretary | Minutes of Chapter Board. & Business Meeting | Within month of meeting | 1 | N/A |
| Chapter Membership Chair **or**Chapter Treasurer | National dues and membership information | Yearly | 4(information), 13 (dues) | N/A |
| Chapter Membership Chair **or**Chapter Treasurer | Region dues and membership information | Yearly | 4 | *RMR website* I**ndividual Forms Sec A** |
| Chapter Treasurer | Annual Chapter financial report | By February 15 | 13 | Comes from National |
| Chapter Outreach Chair | Chapter Outreach report | As events occur | 10 | *RMR website* I**ndividual** **Forms, Sec E** |
| Chapter Outreach Chair | Youth events & projects | As events occur | 10 | *RMR website* **Individual Forms, Sec E** |
| Chapter Newsletter Editor | Chapter Newsletter | As published | 1,2,15,(7 if to be put on website) | N/A |
| Chapter President | Changes/updates to Chapter Officers list | **IMMEDIATELY** | 1, 3, 8, 13 | *RMR website*  **Individual Forms, Sec F** |
| Chapter President | Chapter bylaws, standing rules,policies, etc. | When changed | 1,17 | N/A |
| Any EGA RMR chapter member | Nominations for National andRegion offices | When need arises | 1,5,(15 asapplicable) | N/A |
| Any EGA RMR chapter member | Member information updates to National website | **Whenever** changes occur | 4,9,13, or  | Go to [https://egausa.org,](https://egausa.org/) login, click on Profile, update |
| Event Chair | In-person Region Event reports | Within 120 days of close of event | 1, 12 | *RMR website*: **Region Seminar****Forms and Information Documents, Section IX.B** |
| Event Secretary | In-person Region Events Committee meeting minutes | Within 10 days of meeting | 1,12 | N/A |
| Any EGA RMR chapter member | Items for NeedleArts magazine | Prior to deadlines (see EGA website or NeedleArts magazine) | 19 | Go to [https://egausa.org,](https://egausa.org/) member login, resources, **NeedleArts** |
| Region Representative | Items for region newsletter (*Border to Border*) | Prior to deadline | 6 | N/A |
| Region Representative | Report for RMR board meeting | As requested | 3 | N/A |

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| **Schedule A (Page 2) (2022-2023)** |  |
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| 1. **RMR Region Director**– Joanna Lord | RegionDirector@rmrega.org |
| 2. **RMR Assistant Region Director -** Vicki Bridges | AssistantRegionDirector@rmrega.org |
| 3. **RMR Secretary** – Michelle (Micki) Bonser | Secretary@rmrega.org |
| 4. **RMR Treasurer** – Lucy Bosio | Treasurer@rmrega.org |
| 5. **RMR Nominating Chair** – Trudy Pohawpatchoko | NominatingChair@rmrega.org |
| 6. **RMR Newsletter Editor** – Nancy Pawlowski | NewsletterEditor@rmrega.org |
| 7. **RMR Web Liaison** – Lorrie Gilley | Webliaison@rmrega.org |
| 8. **RMR Constant Contact** – Jennifer Wollesen | ConstantContact@rmrega.org |
| 9. **RMR Membership/Marketing Chair** – Kelly Noel | MarketingMembershipChair@rmrega.org |
| 10. **RMR Outreach Chair** – Mary Ann Forman | OutreachChair@rmrega.org |
| 11. **RMR Education Chair** – Ellie Ames | EducationChair@rmrega.org |
| 12. **RMR Events Coordinator** – Vicki Bridges | AssistantRegionDirector@rmrega.org |
| 13. **EGA National Office** – Tonya Parks | typarks@egausa.org |
| 14. **EGA National Outreach Chair** – Wendy Lynn | marketing@egausa.org \* |
| 15. **EGA Vice President** – Marge Kelly | vicepresident@egausa.org \* |
| 16. **EGA Marketing/Membership Chair** – Wendy Lynn | marketing@egausa.org \* |
| 17. **EGA National Director of Bylaws** – Kathy Weigl | bylaws@egausa.org \* |
| 18. **EGA Youth Chair** – Wendy Lynn | marketing@egausa.org \* |
| 19. **EGA NeedleArts Magazine Editor**– Heather Gooch | edNA@egausa.org |

\*For EGA National Outreach Chair, Vice President, Marketing/Membership Chair, Director of Bylaws, and Youth Chair, they can also be contacted by logging onto [https://egausa.org](https://egausa.org/) , members only, contact us. The Outreach Chair and Youth Chair positions are currently vacant and are being covered by the Membership/Marketing Chair.

# Schedule B. What, Who, When ,Where, and How to Write a Report for the Region

**Reports for *Border To Border*, the Region Newsletter** – published 4 times per year

**WHAT** kind of “report” is this?

This is a small article reflecting the most important activities of the chapter that have occurred in the months BETWEEN issues of the newsletter. Also, any important upcoming events or activities should be mentioned in the article. Any workshops or Correspondence Courses that are open to EGA members outside of the chapter membership should and could be mentioned in this article.

**WHO** writes it?

Generally, the Region Representative, but someone else in the chapter could be designated to cover this job. The Region Newsletter Editor needs to be informed of who is going to be writing the articles.

**WHEN** is it to be submitted to the Region Newsletter Editor?

The Region Newsletter Editor will send out a schedule of the publication dates and the deadlines for submitting the articles for those publications to the person in the chapter designated to write the article.

**WHERE** is it sent?

The article needs to be sent to the Region Newsletter Editor via e-mail by the deadline date.

**Region Board Meeting Report**(generally held in the late winter/early spring.)

**WHAT** kind of “report” is this?

This report should reflect in a detailed way, the activities of the chapter during the months AFTER the previous board meeting and PRIOR to this meeting. Such things as membership numbers, membership drives/activities, outreach projects, workshops, programs, special events, exhibits, etc. should be discussed in the report.

**WHO** writes it?

The Region Representative.

**WHEN** is it to be submitted to the region?

The Region Secretary will send out a *Call To Meeting Notice* 1 month prior to the meeting date. In the *Call*, the Secretary will designate the date the report is needed. **All Region Representatives need to send in their report by email to the Region Secretary by the designated date, in advance of the actual board meeting.** The Region Secretary needs the reports PRIORto the meeting so it can be put into the official record of the meeting. **EVEN IF THE REGION REPRESENTATIVE OR A PROXY FOR THE REPRESENTATIVE WILL BE AT THE MEETING, A REPORT SHOULD BE SENT TO THE REGION SECRETARY BY THE DEADLINE DATE.**

**Annual Region Board Meeting Report**(generally held in the fall)

**WHAT** kind of “report” is this?

This report should reflect in a detailed way, the activities of the chapter during the months AFTER the previous board meeting and PRIOR to this meeting, as well as long-term plans. Because it is the annual meeting and these reports are part of the chapter’s permanent record, the report should reflect some statistical information, such as the number of members (primary and plural), number and type of outreach projects, special classes, events, workshops you’ve held during the last year, your current officers, and chairs, etc.

**WHO** writes it?

The Region Representative.

**WHEN** is it to be submitted to the region?

The Region Secretary will send out a *Call To Meeting Notice* 1 month prior to the meeting date. In the *Call*, the Secretary will designate the date the report is needed **All Region Representatives need to send in a report by email to the** **Region Secretary by the designated date in advance of the actual board meeting.** The Region Secretary needs the reports PRIOR to the meeting so it can be put into the official record of the meeting. **EVEN IF THE REGION REPRESENTATIVE OR A PROXY FOR THE REPRESENTATIVE WILL BE AT THE MEETING, A REPORT SHOULD BE SENT TO THE REGION SECRETARY BY THE DEADLINE DATE.**

**Outreach Report**

**WHAT** kind of “report” is this?

This report should reflect in detail the outreach activities of the chapter. This form is found on the *RMR website,* **Individual Forms, Section E**

**WHO** writes it?

The chapter Outreach Chair or, if there is not one, the chapter president

**WHEN** is it to be submitted to the region?

**EVERY** time the chapter has an outreach project, the form should be filled out and sent to the Region Outreach Chair who then sends it on to the National Outreach Chair.

# Yearly Membership Count & Region Dues Transmittal Reports to Region and National

**WHAT** kind of “report” is this?

Full reporting information is found on the *RMR website*, ***RMR Notebook, Individual Forms, Section A* Membership Dues and Instructions and Forms Packet**

**WHO** writes it?

The chapter Membership Chair in conjunction with the chapter Treasurer

**WHEN** is it to be submitted to the Region and National?

**Form M-2** *(****RON, Individual forms, Sec A***)is sent to EGA Chapters by National each year. This reporting form and requested information **MUST** be returned to Tonya Parks at EGA National headquarters by **May 31** of each year, along with a chapter check payable to EGA for dues. **A copy of form M-2** and requested information is due to the Region Treasurer at the same time

**Forms VI.B.1 and VI.C.2,** found on the *RMR website*, **Individual Forms, Section A**, are due to the Region along with a chapter check payable to RMR for dues by **May 31** of each year.

New EGA members joining after May 31 are to be reported **immediately** to National. Use **National Membership Form M-2*)*** and send it along with a Chapter check to National.

Between June 1 & May 1 send **Form VI.C. 1** for All Late Renewing, New, Out of Region Plurals, Life and Youth Members to the RMR Treasurer.

**Chapter Officer List Changes/Updates WHAT** kind of “report” is this?

This form is found on the *RMR website* **RMR Notebook, Individual Forms, Sec F**

**WHO** writes it?

The chapter President

**WHEN** is it to be submitted to the region?

**EVERY** time the chapter has an officer change, this report must be filled out completely and sent to the Region Director, Secretary, Marketing/Membership Chair, and Constant Contact **NOTE: A COPY OF THE FORM MUST ALSO BE SENT TO EGA NATIONAL HEADQUARTERS AT THE SAME TIME!**

**Annual Chapter Financial Report WHAT** kind of “report” is this?

EGA national headquarters sends a Financial Report **FORM** to each chapter Treasurer. This report needs to be filled out by the chapter Treasurer and reviewed by the chapter board.

**WHO** writes it?

The chapter Treasurer

**WHEN** is it to be submitted?

This report **MUST** be returned to EGA national headquarters by **FEBRUARY 15th** of each year.