

# **SECTION I**

## **BOARD OFFICER INFORMATION**

(Complete review done 10/2024)

## INTRODUCTION

As a new region officer or your chapter's region representative, welcome to the Rocky Mountain Region (RMR), Embroiderers' Guild of America, Inc. (EGA), board of directors.

This RMR Region Officers' Notebook (RON) is full of information that will help you be an effective board member and contribute to the successful operation of the region. Please pass on any of the material included here to your chapter board.

The following information can help you be a successful region board member:

### I. Record Keeping

- A. A current notebook of all things pertinent to the office can be a valuable reference. You can refer to the Region website for the most current version. Right click on the hyperlink to go to the website: [Rocky Mountain Region – Embroiderers' Guild of America \(rmrega.org\)](http://Rocky Mountain Region – Embroiderers' Guild of America (rmrega.org)) If you wish to keep a hard copy of the RON, all updates, changes, etc., need to be put into the notebook while throwing away any old pages.
- B. **The RMR Region Officers' Notebook is not static.** There will always be updates and new information. We shall always try to date and paginate material for assistance in keeping the notebook in order. However, it would be our recommendation that you do not try to keep a hard copy of this notebook, especially if you have easy access to the internet and the Region's website.

### II. Continuity

- A. A job description of duties and responsibilities is vital to the successful management of the office (*RON – Section III . Job Descriptions*).
- B. An up-to-date list and full report of any work in progress and/or unfinished business should be passed along to an incoming officer to ensure continuity in the office.

### III. Communication (RON Sec 4. Schedules)

- A. Sending updated contact information for chapter officers to national and region offices is vital for getting information to the proper person.
- B. The chapter president is a chapter's source for information from EGA headquarters through:
  - 1. The EGA Officers Notebook - right click on the hyperlink here: [OFFICERS' NOTEBOOK \(egausa.org\)](http://OFFICERS' NOTEBOOK (egausa.org))
  - 2. Emails from EGA headquarters, which include EGA notebook updates, condensed minutes of national board sessions, new forms, etc.
- C. The chapter region representative is a chapter's source of region information through:
  - 1. Attendance at region board meetings and receipt of the minutes of those meetings.
  - 2. Rocky Mountain Region's newsletter, *Border to Border*.

3. Emails from the region director and other officers and chairs.

#### IV. Guidelines for effective Board membership

- A. As a region board member, you are responsible for considering all views and proposals and for speaking to and voting on items of region concern. In fulfilling this responsibility, you should:
  1. Be familiar with EGA bylaws, RMR bylaws & policies and procedures, and the region representative job description (*RMR Region Officers' Notebook*).
  2. Attend all meetings.
  3. Promptly answer all correspondence.
  4. Read all communications and convey information to the chapter board and to others within your chapter as appropriate.
  5. Convey your chapter's concerns and successes to the board and appropriate region officers.
  6. Be familiar with the region's reporting schedule to ensure that all reports are sent on time to the appropriate officer. (*RON Sec 4, Schedules*)
  7. Serve on region committees as asked.
- B. Each region chair has a specific responsibility within the region. Communicate with the chairs as needed. If there are questions concerning lines of communication, contact the region director. The region director is an ex-officio member of all region committees and should receive copies of any correspondence and minutes of committee meetings. When appropriate, send copies to other region chairs who may be affected.
- C. Parliamentary procedure is used to expedite business, maintain order, and ensure a fair and equitable discussion of all matters. An effective board member knows and utilizes the basic principles of parliamentary procedure as set forth in *Robert's Rules of Order, Newly Revised*.