

SECTION IV

JOB DESCRIPTIONS

(Complete review done: 10/2024)

REGION DIRECTOR

Job Description

1. Serves as presiding officer of the region executive board and region board of directors.
2. Is familiar with region and national bylaws and policies and procedures, Region Officers' Notebook (RON), job descriptions, and online resources from EGA website.
3. Appoints standing committee and special committee chairs, subject to executive board approval, with the assistance of the nominating committee.
4. Serves as ex-officio member of all committees except the nominating committee.
5. Is well informed on all EGA activities and informs chapters and the region about these activities.
6. Serves on the national board of directors as a member of the regions committee and other committees as requested.
7. Prepares reports as requested for the national board.
8. Communicates with the national vice president regularly.
9. Sends copies of significant correspondence to the following national personnel: president, vice president, and executive director.
10. Updates the Region Officers Update Form on the National EGA website: Region Officers Update Form Embroiderers' Guild of America (egausa.org), and sends changes to the region secretary and documents/bylaws chair.
11. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
12. Writes the Call to Meeting and instructs secretary to send it out per policies & procedures protocol (RON Section II – Region Meetings) thirty (30) days prior to the meeting.
13. Writes the meeting agenda and instructs the secretary to send it out per policies & procedure protocol (RON Section II – Region Meetings) ten (10) days prior to the meeting.
14. Frequently reviews the region website and makes sure information there is timely and fresh. Submits changes for the web liaison to post.
15. Receives limited reimbursement for travel to region and national meetings (RON Sec II Policies & Procedures, Section III – Finances).
16. Submits a Request for Reimbursement form (Region Officers' Notebook, Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.

17. Communicates with other regions to help unify and strengthen chapters, regions, and EGA.
18. Sends a monthly communication to the region board with updates on region and national issues and news.
19. Contacts prospective chapters to determine their eligibility for charter.
20. Assists chapters when dissolution is necessary.
21. Communicates positively to chapters about the region's goals and activities.
22. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the appropriate national officers and the national board.
23. Maintains a file (electronic or hard copy) on each chapter which contains meeting and board minutes. Maintains permanent files containing:
 - a) Copy of each chapter charter
 - b) Original, signed copies of all current chapters' bylaws.
 - c) Original, signed copy of current region bylaws.
24. Maintains complete records: all correspondence, reports, questionnaires, expenses, and records of communications (Examples: phone calls, emails, etc.).
25. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
26. Is an alternate signatory on the region checking account.
27. Reviews pertinent budget lines as submitted by treasurer.
28. Prepares a message for each issue of Border to Border.
29. Is responsible for and receives reports of all region activities.
30. Visits region chapters whenever possible.
31. Keeps the assistant region director(ARD) apprised of region activities so that the ARD is familiar with all region and national activities and could be called on in case of an emergency.
32. Appoints an audit committee in December in consultation with the region treasurer.
33. Signs all contracts entered into at the region level.
34. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

ASSISTANT REGION DIRECTOR AND EVENT COORDINATOR

Job Descriptions

Assistant Region Director – Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes for the web liaison to post.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook, Individual forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Is positive about EGA and region goals and programs.
12. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
13. Is prepared to assume duties of the region director if the director is unable to serve.
14. Serves as event coordinator for any in-person RMR events.
15. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project of which they are in charge.
16. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.

17. Attends one (1) national board meeting in third year of term, if moving to region director position. Receives limited reimbursement for this travel.
18. Is well informed and up to date on all EGA activities.
19. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the region director.
20. Assists the region director in duties and projects as assigned by the RD.

Event Coordinator – Job Description

1. The assistant region director serves as event coordinator.
2. Is familiar with the region bylaws and policies and procedures and national policies as related to this position.
3. Sends the region director copies of significant correspondence.
4. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
5. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
6. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
7. Reviews pertinent proposed budget line(s).
8. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
9. Provides relevant records to Dropbox Administrator for uploading to RMR Dropbox.
10. The region event coordinator will be the initializing and primary contact person with the EGA- contracted event services company used for the purposes of securing sites for region events.
11. Maintains close communications with Chairs of all on-going RMR in-person events, providing oversight and guidance. Ensures planning and implementation of events are on track towards having a successful event.
12. Serves as ex-officio member of all planning committees for RMR in-person events.
13. Provides positive encouragement, advice, and assistance to current/future event committees.
14. Keeps region director and treasurer informed on all event financial issues.
15. Maintains the region's event guidelines. Sends updates to documents/bylaws chair.

16. Stays current with the national event guidelines and region event guidelines.
17. Maintains a file in Dropbox of relevant event information from past and current events.
18. Utilizes all available resources to ensure the success of RMR events.
19. Receives limited reimbursement for travel for region event site selection and event faculty selection.
20. Keeps the region event equipment for use at events. The inventory list of equipment is to be kept current by the assistant region director (Section IX-Region Seminar Guidelines). Submits any updates of this inventory document to the documents/bylaws chair.
21. Gets the region event equipment to the event chair who, in turn, keeps track of the items. When the event is over, the event chair must turn the equipment back to the assistant region director
22. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action. Event committees are special committees in the Rocky Mountain Region. The event coordinator is the voice of the committees on the executive and region boards and provides progress reports to those boards..

REGION TREASURER

Job Description

1. Attends all meetings of the executive and region boards.
2. Must have the ability to use the computer financial software owned by the region.
3. Must have bookkeeping and/or accounting skills.
4. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
5. Sends the region director copies of significant correspondence.
6. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
7. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
8. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to document chair and web liaison.
9. Receives limited reimbursement for travel to region board meetings.
10. Reviews and pays Request for Reimbursement form (Rocky Mountain Region Notebook, Individual Forms, Sec B) from members as indicated by budget line items or agreed upon expenses by the Executive Board.
11. Submits a Request for Reimbursement form (Rocky Mountain Region Notebook, Individual Forms, Sec B) for treasurer expenses to the Region Director as indicated by budget line items or agreed upon expenses by the Executive Board. Requests must be submitted within the year that the expenses were incurred.
12. Reviews pertinent proposed budget line(s).
13. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
14. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
15. Is positive about EGA and region goals and programs.
16. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
17. Abides by the EGA Chapter/Region Financial Guidelines protected-Chapter-Regions-Financial-Guidelines-with-Banking-Guidance-7-2021.pdf (egausa.org). Makes timely deposits in appropriate accounts of all monies received.

18. Receives the list from EGA National of the names and contact information for all region members, including New, Life (if provided by National EGA), In-Region plural and Youth members, renewing members, and MAL's residing in the region. Once this list is reconciled with monies received from National EGA, the Treasurer then sends this information on to the Region Marketing/Membership Chair, the Online Communications Chair, and the Region Director.
19. Receives the list from Region Chapters of the names and contact information for all Life and Out of Region Plural members. Once this list is reconciled with monies received from the Chapter, the Treasurer then sends this information on to the Region Marketing/Membership Chair, the Online Communications Chair, and the Region Director.
20. Writes checks for authorized expenditures within 7 days.
21. A financial report shall be published in Border to Border at the end of the second and fourth quarters of the year (RON Sec 2, Policies and Procedures Sect V-Finances, Item K).
22. Presents books for audit annually during the period between the close of the fiscal year and the submission of the Annual Financial Report.
23. Prepares an Annual Financial Report each year, sending copies to EGA headquarters February 15.
24. Prepares the annual budget with the assistance of the region director and with information received from all officers and committee chairs.
25. Sends the proposed budget to the region executive board for initial approval by October 15. After necessary revisions, sends the proposed budget to the region representatives of all the chapters by November 1 for a vote of approval no later than December 1.
26. Maintains the archival file of the treasurer's records.
27. Presents a financial report at each meeting. Copies of this report shall be available for inclusion in the information packet distributed at the beginning of each meeting.
28. Sends balance report of scholarship funds to the Directors' Club chair.
29. The region director and assistant region director are always an alternate signatory for checks.
30. Transfers all books and records to successor after the audit following term of office.

Region Treasurer Job Description for In-Person Education Event Finances

In-Person Education Event Treasurer - Job Description

1. Reports to event coordinator.
2. Works with event coordinator to prepare event workplan.

3. Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to EGA. This policy applies to all levels of EGA; notification shall be made to all tiers. The charge for each returned check will be \$25.
4. Accounts for all monies received and all expenditures. Establishes and maintains a double entry bookkeeping system.
5. Prepares financial statements for event coordinator, each committee chair, region director on a quarterly basis until one year before the event and then the reports shall be submitted monthly.
6. Keeps the region director and event coordinator up to date concerning all aspects of the event finances.
7. Pays all bills promptly including faculty per diem, kit costs, teaching fee and travel where applicable.
8. Pays international teachers using a wire transfer from the bank. No checks or PayPal. There will be a fee for this service.
9. Deposits all monies upon receipt.
10. Sends Reimbursement Request form for distribution to committee chairs. Form with receipts are accepted for payment after review by the Event Chair and Region Director.
11. Writes and mails all Donation checks as needed to museums visited in an education event.
12. Verifies that the Social Security Number or Federal Tax ID(FEIN) numbers for all faculty are on file at EGA headquarters. Sends W-9 form to those who do not have numbers on file with the request to return it to EGA headquarters.
13. Files IC Payment Reporting information with EGA Headquarters within 14 days of close of event. Use most current forms on the National EGA website. [protected-ic_payment_reporting_form13_2.pdf \(egausa.org\)](#) Includes in packet if necessary:
 - a) Copy of contract for each faculty member.
 - b) All receipts and memoranda used to compute check total.
14. Drafts Final Event Financial Report to be sent to the Event Chair within 90 days of close of the education event. This report shall also include copies of reimbursements, teacher/lecturer contracts, and the IC reporting forms for each teacher/lecturer.
15. Prepares event ledgers, checkbooks, bills, and reports for audit. The audit should be accomplished within 90 days of the close of event. Audit shall be conducted by at least two qualified region EGA members appointed by the Region Director or designee. Auditors could be former region treasurer, former event coordinator or treasurers.
16. Sends audit report to event coordinator within 90 days of closing of event.

General Financial Policies

1. In-Person Education Event financial policies shall adhere to the Rocky Mountain Region Bylaws and Policies and Procedures and Rocky Mountain Region Event Guidelines. The event treasurer must be familiar with these policies.
2. The in-person education events account will be separate from other region and chapter accounts.
3. The first item on the in-person event financial agenda is to create a workplan/budget to estimate event costs. "Workplan" is the name of the financial document until 30 days after the official first registration day, at which time it becomes the "budget".
4. The Region shall not make or accept any monetary loans of any kind to or from any individual, entity, member, chapter, satellite, or region.
5. Good accounting practices shall be maintained at all times.
6. The region treasurer shall prepare a final report named "Final In-Person Education Event Financial Report" to be sent to event coordinator within 90 days of closing of event.
7. All event financial records, including canceled checks and bank statements, shall be stored with region treasurer for 6 years.

In-Person Education Event Workplan/Budget Preparation

1. The region treasurer shall work with the region event coordinator to prepare a workplan and final budget.
2. Items for consideration in the planning process:
 - a) Faculty costs – salary, travel, per diem
 - b) Estimated expenses for printing, postage, bank fees, credit card fees, office supplies, and web registration fee.
 - c) Registration Fee Calculation and Budget Work sheet
 - d) Additional expenses of invited guests (e.g., national president)
 - e) Event chair expenses (e.g., site visit for hotel selection)
 - f) Hotel contracts
 - g) The number of classes, lectures or other activities needed to serve the anticipated number of participants.
 - h) The minimum number of students per activity (class, lecture, etc.)
 - i) The maximum number of students per activity (class, lecture, etc.)

- j) Registration fees using the Registration Fee Calculation Worksheet.
- k) Review of previous event financial reports.

Region Treasurer's Responsibilities Prior to an In-Person Education Event

1. Works with event coordinator to make sure any advance payments to hotel/venue are made in a timely manner.
2. Works with the event coordinator to make sure that approved Request for Expenditure (RRE) forms are paid in a timely manner.
3. Acquires cash to give to the event coordinator for mentors/faculty/lecturers per diem allowance, per contracts.
4. Makes sure that enough blank checks will be available at the event for payments to be made by the other region elected officer account signatory if region director is not attending the event.
5. Works with the Event Chair and Dean of Faculty on a form for teachers/lecturers of estimated fees, expenses and kits and sends each teacher/lecturer said form for review. This form should be submitted by the teacher/lecturer to the Dean of Faculty during the event. Payment will be made by the treasurer within one week of the event.

Region Treasurer's Responsibilities During the In-Person Education Event

1. Works with the event coordinator to determine any financial needs during the retreat.
2. Writes scholarship checks to recipients and gives them to designated Chair for distribution. Recipients must be present to be awarded their check.
3. Accepts all reviewed teacher/lecturer reimbursement forms and receipts and all committee member reimbursement forms and receipts for payment within one week after the event.
4. Writes checks if present at event. If region treasurer is not present, then the region director or assistant region director (region account signatories) writes previously acquired checks.

REGION SECRETARY

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Must be confident and knowledgeable in using the computer and the internet for distribution of documents and correspondence via email.
4. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
5. Sends the region director copies of significant correspondence.
6. Prepares a report of secretarial activities to be presented at region meetings, as is pertinent.
7. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
8. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
9. Receives limited reimbursement for travel to region board meetings.
10. Submits a Request for Reimbursement form (Region Officers' Notebook, Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
11. Reviews pertinent proposed budget line(s).
12. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
13. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
14. Is positive about EGA and region goals and programs.
15. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
16. Sends out Call to Meeting and board packets as directed by region director per region policies & procedures (RON Section II Policies & Procedures – Region Meetings).
17. Receives advance copies of any report(s) to be made at region meetings.
18. Assembles and distributes meeting information packets.

19. Keeps attendance records of meetings.
20. Records the minutes of all region meetings. These minutes are the permanent, official record of region business.
21. Sends copies of the minutes to the region director within two weeks of the meeting(s) for proofing.
22. Once approved by the region director, sends copies of the minutes to all region board members, chapter presidents, and the national vice president.
23. Opens all ballots and tabulates all votes by ballot. Reports results to the region director. Files ballots.
24. Maintains archival files of all minutes.
25. Keeps a second file of minutes for reference at meetings.
26. In an election year, sends out ballots to the chapters following the schedule in the RMR policies and procedures.
27. Notifies the region board of the results of the election within 5 days of the close of voting.
28. Maintains a current roster of the region executive board & chairs and chapter officers. Notifies board members of changes.

NOMINATING COMMITTEE CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers Notebook, Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
15. Maintains files of the committee including forms, board reports, newsletter articles, member profiles, and correspondence.
16. Selects two other members from diverse areas of the region to serve on the nominating committee. Notifies the region director of these names six weeks before the second region meeting in the year before an election year. The region votes on them at this meeting.
17. Sends names and profiles of the committee members for publication in the next issue of *Border to Border* following their approval by the executive board.
18. Consults with the region director to identify potential region officer candidates.

19. Holds committee meetings at region meetings, if possible.

Nominating Committee Responsibilities

1. The committee is familiar with the Job Descriptions of the officers and standing committee chairs to place the proper person in each job.
2. The committee is familiar with the region bylaws and policies & procedures, as well as the national policies related to the committee.
3. Actively works within the region to obtain names of qualified people to serve at the region level.
4. Presents a slate of candidates following the region bylaws and policies & procedures.
5. Consent to serve must be obtained from each candidate prior to presenting their name on the slate.
6. Each candidate must be endorsed by their chapter president and region representative.
7. It is recommended that the outgoing region director be considered for chair of the nominating committee.

REGION EDUCATION CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook, Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Seeks out and explores lecture, class, and teacher options for possible RMR education offerings. Discusses options with RD and others within RMR. Together with the RD, develops motions for RMR board to approve education offerings.
14. Conducts programs as requested by region director.
15. Coordinates region-sponsored Group Correspondence Courses, virtual lectures, courses, and speakers. Works with contracted teachers and lecturers regarding kits, virtual presentation needs, etc.
16. Hosts virtual lectures and courses via platforms such as Zoom.
17. Is the primary contact between RMR and the teacher/lecturer.
18. Is responsible for writing the contract for speakers and teachers the region intends to hire and sends the contracts to the region director for reviews. The RD verifies information is correct and makes any necessary edits to the contracts before uploading them into DocuSign for signature by all parties.

19. Maintains the region's education files, including board reports, newsletter articles, survey summaries, correspondence, teacher and speaker contracts, and region educational materials, providing them in electronic form to be uploaded to RMR Dropbox.
20. Acts as information source on all phases of national education programs and services.
21. Sends region director suggestions and requests for changes or improvements in national education programs.
22. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

REGION OUTREACH CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook, Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Maintains the region files of community outreach, including copies of national outreach reports project forms, correspondence, newsletter articles, and reports.
15. Serves as a clearinghouse for community outreach information between chapters. Coordinates outreach events and stitch in public days as requested.
16. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

MEMBERSHIP/MARKETING CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Receives the list from EGA National of the names and contact information for all region members, including New, Life(if included in the National list), In-Region plural and Youth members, renewing members, and MAL's residing in the region.
15. Receives the list from Region Treasurer of the names and contact information for all Life and out of region Plural members.
16. Provides chapters with membership information of general interest including information on other chapters' recruitment/retention projects. Maintains a file of this information gleaned from newsletters, chapter reports and other sources.
17. Is familiar with all marketing-oriented directives and activities coming from national.
18. Encourages chapters to appoint marketing and/or membership chairs.

19. Encourages chapters to participate in EGA marketing campaigns.
20. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

ONLINE COMMUNICATIONS CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and any national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Receives limited reimbursement for travel to region board meetings.
7. Submits a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
8. Reviews pertinent proposed budget line(s).
9. Is positive about EGA and region goals and programs.
10. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
11. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
12. Receives from Region Treasurer the list of member names and contact information for all New, renewing, Life, in and out of region plural members, and Members-at-large (MAL) living in the region.
13. Sends email communications to region members and Members at Large (MALs) as requested by the region director, education chair, or another board member as deemed appropriate by the region director.
14. Receives designated emails needing to be sent to the region and converts them into an email marketing platform.
15. Communicates on a regular basis with the region membership chair to acquire the most up to date list of region members.
16. Regularly checks the marketing platform list to ensure all emails have been entered or removed as needed.
17. Keeps track of all marketing platform emails that are scheduled and keeps the region director informed monthly.

18. Provides analytics of sent emails including information such as number sent, open rates, etc. to RD quarterly, or sooner if requested.
19. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

NEWSLETTER EDITOR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
7. Receives limited reimbursement for travel to region board meetings.
8. Submits a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
11. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
12. Is positive about EGA and region goals and programs.
13. Where applicable, arranges to receive newsletters from chapters.
14. Maintains the region's newsletter files, including the archival file of Border to Border, records of payment, board reports, and correspondence.
15. Sends a copy of Border to Border via email to:
 - a) Region members
 - b) Region members-at-large
 - c) National board, if requested
16. Is aware of copyright laws. [Anc 2.1.6.2.5-Copyright-Issues.pdf \(egausa.org\)](#)
17. Is familiar with Newsletter Guidelines as found on the EGA website [protected-newsletter-guidelines-2016.pdf \(egausa.org\)](#)

18. Sees that board members are aware of deadlines.

19. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

FUNDRAISING CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement Form (Region Officer's Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Maintains the region's file on fund raising, including board reports, newsletter articles, financial records of activities, correspondence, and projected fund-raising ideas.
15. Presents ideas for fund raising to the board.
16. Keeps a record of all items distributed, returned, and sold.
17. Has fund-raising items available for sale at In-Person region meetings.
18. Collects and sends money to RMR treasurer for all fund-raising sales.
19. Sees that region director has supply of region pins.
20. Solicits Fundraising Projects from RMR designers following Fundraising Project Guidelines and coordinates online advertising for the project.

21. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

RMR Fundraising Project Guidelines

1. Original designs submitted to the Fundraising Chair from a designer will be considered by the Chair and the RMR Executive Committee for sale as part of the Region's fundraising efforts. Designers from RMR shall be given preference. Any submitted designs must include a picture of the finished projects, stitch graph(s) and instructions.
2. Designs selected will be offered no more than once a year and sales will be open to EGA members only.
3. The design will be donated to RMR EGA and will be offered as a one time, downloaded pdf file only, for a designated period of 6 months.
4. The designer will retain the copyright of the design.
5. The design may not be sold or taught for six months after the end of sale by the RMR Fundraising Chair.
6. The price of the design will be set by the Fundraising Chair and the RMR Executive Committee.
7. The Fundraising Chair will be in charge of handling orders and dispersing the .pdf file of the design.
8. The order form will be online and will offer the choice PayPal or check for payment.
9. All completed online order forms will be sent directly to the Fundraising Chair, as will confirmation of PayPal payment.
10. Individuals paying by check will be instructed to send their payment to the RMR Treasurer, who will deposit the check in the General Account/Fundraising account.
11. The RMR Treasurer will inform the Fundraising Chair of the receipt of a payment by check.
12. When the information is received by the Fundraising Chair, the Chair will e-mail the .pdf file to the purchaser. The Chair will keep a record of each order.
13. The purchaser will be asked to acknowledge the design has been received.

DIRECTORS' CLUB CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Keeps Directors' Club members apprised of fund status, deadlines, and progress of scholarship recipient's required written evaluation.
15. Notifies region members through *Border to Border* about current year's scholarship.
16. Places a notice in *Border to Border* of the name of scholarship recipient(s).
17. Writes thank-you notes to fund donors.
18. Notifies family members of memorial donations, when possible.
19. Receives all scholarship applications and forwards copies with personal identification of applicant removed to the Directors' Club members within 5 days of receipt.
20. Verifies scholarship application information, as necessary.

21. May seek additional information concerning the applicant from chapter officers if necessary.
22. Notifies all applicants of the Directors' Club decision within six weeks of receipt of the application.
23. Maintains contact with recipient regarding the required written evaluation.
24. Serves as chair of any scholarship fund raising project unless she or the committee decides otherwise.
25. Receives regular reports from treasurer regarding available scholarship funds.
26. Obtains a financial year-end report for the fund, from the region treasurer, showing income and expenses in detail. Keeps this record in the Directors' Club files.
27. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

Duties of the Director's Club

1. Consists of past region directors of RMR who are current RMR members.
2. Receives and reviews applications and awards scholarships depending on merit of proposals submitted and funds available.
3. May conduct fund raising to benefit scholarship fund.
4. Is familiar with scholarship policies.
5. Receives reports from chair regarding fund status, deadlines, and required written evaluation report by scholarship recipient.
6. Chooses chair from Directors' Club membership if immediate past region director is unable to serve.

HISTORIAN/-DROPBOX ADMINISTRATOR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Attends region meetings, and in-person events to take photographs or plans for another person to take them.
7. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
8. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to documents chair.
9. Receives limited reimbursement for travel to region board meetings.
10. Submits a Request for Reimbursement form (Region Officers' Notebook, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
11. Reviews pertinent proposed budget line(s).
12. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
13. Is positive about EGA and region goals and programs.
14. Is the Dropbox administrator. Duties include:
 - a) adding and deleting Dropbox members.
 - b) managing the account.
 - c) deleting outdated files.
 - d) assisting chapters who want to utilize the region's Dropbox space for their chapter document storage.
 - e) other miscellaneous duties for general maintenance of the region's Dropbox space.
15. Maintains Region Documents and historical information on Dropbox.

16. Uploads documents and other files to Dropbox regularly, including region documents, photographs of region events, publicity releases, brochures, etc., deemed important to preserving the history of the region.
17. Uploads documents and files for other RMR officers who do not have Dropbox access.
18. Shares Dropbox files with region members, if requested.
19. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

PROSPECTORS CHAIR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
13. Is positive about EGA and region goals and programs.
14. Works in conjunction with seminar/retreat committee to plan an annual exhibit.
15. Selects the theme for each Prospectors exhibit, to be announced at least one year in advance.
16. Works with a committee to review the applications prior to acceptance .
17. Holds a meeting in conjunction with seminar/retreat exhibit, when necessary.
18. Provides registration forms, insurance forms, certificates, artist statements, entry identification, and coordinates each Prospectors exhibit.
19. Plans workshops, if requested.
20. Maintains a supply of Prospectors pins to be given to each first-time Prospectors exhibitor. Maintains photo notebook of Prospectors exhibit.

21. Maintains the region's Prospectors files, including reports and correspondence.
22. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

REGION REPRESENTATIVE

Job Description

1. Serves as a member of the region board of directors promoting EGA/RMR programs and goals.
2. Attends all region board meetings or sends a proxy in their place.
3. Submits written reports of chapter activities including any specific information requested by the region director prior to every region board meeting.
4. Is familiar with the region bylaws, policies & procedures and national policies related to this position and which can be found in the Region Officers' Notebook (RON) and the National Officers' Notebook located on their respective websites.
5. Maintains an updated electronic or physical file of official communications with region officers including region minutes, correspondence, reports, and other pertinent EGA information.
6. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
7. Receives limited reimbursement from the region for travel to region board meetings.
8. May receive reimbursement for expenses incurred while performing a task at the request of the region board, submitting a Request for Reimbursement form (Region Officers' Notebook Individual Forms, Sec B) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
9. Acts promptly on all region and pertinent national correspondence requiring a response or reporting to the represented chapter.
10. Reports on region meetings to the represented chapter board and membership at meetings and through chapter newsletters on topics such as In-Person educational events, workshops, and other educational opportunities.
11. Sends a chapter news article for each issue of *Border to Border*.
12. Immediately sends elected and non-elected Chapter Officer changes to the region director and region secretary.
13. Provides updates on chapter information to the region Web Liaison for the region website.
14. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

DOCUMENTS/BYLAWS CHAIR

Job Description

1. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
2. Is familiar with the region and national bylaws, policies, and procedures, and handles all changes to region documents according to protocols set forth in RON, Sec 2, Policies & Procedures.
3. Maintains the master copy of the Region Officers' Notebook (RON) on an external electronic device.
4. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications, etc.(Examples: phone calls, emails, etc.).
5. Provides relevant documents to Dropbox administrator for uploading to RMR Dropbox.
6. In collaboration with the region director, coordinates all changes to region documents, submitting them to the region board for approval (as necessary), then submitting the entire affected section to the web liaison for replacement on the region website.
7. Oversees the 2-year process of reviewing and revising bylaws for the region and the chapters which occurs every 10 years (begun in 2005).
8. In the first year:
 - a) Contacts chapters so they will download the Annotated Sample Chapter Bylaws from the national website and begin the revision process.
 - b) Appoints and chairs a committee to revise the region's bylaws.
 - c) Is available to answer questions and function as liaison with national.
9. In the second year:
 - a) Makes sure chapters are submitting their newly revised bylaws to national for approval in a timely manner.
 - b) Submits region bylaws to region board for approval.
 - c) Submits region bylaws to national for approval.
 - d) Works to achieve full compliance by the end of the year of revision.
10. Once region bylaws have been finalized and signed, acquires a copy, and replaces old bylaws with revised bylaws in **Section II of the Region Officers' Notebook**. Sends the new Section II to the web liaison for replacement on the region website.
11. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.

WEB LIAISON

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Acts as a liaison with the chapters updating any/all chapter information as submitted by the chapters for the website as needed. The RMR Region members are the ones who own and write what is to be placed on the Region website. The Web Liaison reviews the information for compliance with EGA National rules and guidelines, makes suggestions on wording and possible security issues with what was submitted and, if approved, updates the RMR website as needed with such information.
4. Updates the RMR Website with the monthly Director's letter and the region calendar on the website.
5. Works with the documents/bylaws chair to make sure that the Region Officers' Notebook (RON) is kept up to date on the region website.
6. Reviews Website Review Guidelines [ega_web_guidelines_rev6](#) ([egausa.org](#)) from National and makes updates to the website to stay in compliance.
7. Acts as a liaison between the contracted Web Master, who Administers and Hosts the RMR website, and the region board.
8. Forwards/redirects all inquiry emails to the appropriate chapter or region person for response.
9. Creates new pages as needed for the advertising and registration of any region Seminars or Retreats. Works with the Web Master whenever required to fulfill this function.
10. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
11. Sends the region director copies of significant correspondence.
12. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
13. Sends articles and information to the newsletter editor for each issue of Border to Border, as needed.
14. Receives limited reimbursement for travel to region board meetings.
15. Reviews pertinent proposed budget line(s).
16. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of anything that pertains to the Region Website.
17. Is positive about EGA and region goals and programs.

18. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.