

Table of Contents

Office	Page Number
President	2
First Vice President	4
Second Vice President	6
Secretary	7
Treasurer	8
Region Representative	9
Advertising	10
Budget	11
Bylaws	12
Charms	13
Christmas Luncheon Chairman	14
Community Outreach	15
Education	17
Exhibit	18
Historian	19
Hospitality	20
Librarian	21
MAGIC	22
Membership	23
Memorial Lecture	24
Newsletter	25
Special Interest Groups	26
Stash Sale	27
Stitch Ins	28
Website	29
Welcoming	30
Workshops	31

HEG JOB DESCRIPTION

PRESIDENT

Term of Office – One year, elected term

1. Chairs the board of directors, is familiar with National, Regional and HEG *Bylaws* and *Policies and Procedures* and all aspects of the organization.
2. Presides at all meetings and is responsible for directing the business of the chapter.
3. Prepares an agenda for board meetings and e-mails them to board members in a timely manner.
4. Prepares a letter to the membership for inclusion in each newsletter.
5. Appoints all standing and special committee chairmen except the nominating committee and announces the appointments at the first guild meeting following the election or as appropriate.
6. Appoints special committees or additional standing committees as the chapter or board of directors deems necessary.
7. Updates the *Officer's Notebook* with current information from national and region, sends copies to appropriate officers and passes notebook on to her successor.
8. Keeps current the chapter files in her possession.
9. Develops leadership within the chapter.
10. Makes sure committee chairmen complete their duties or suggests a replacement.
11. Represents the chapter to the community.
12. Attends and votes at the national annual meeting or delegates a proxy.
13. Reads and responds promptly to all correspondence from other chapters, the region and national and provides copies of information to the appropriate officers or committee chairmen.
14. May call special meetings as set forth in Article V Meetings, Section 3 and Article VI Board of Directors, Section 5 of the HEG *Bylaws*.
15. Shall be an ex officio member of all committees except the nominating committee.
16. Shall appoint a three-member committee to conduct an annual audit of the chapter's financial records at the close of the fiscal year or in the event of the resignation of the treasurer.

17. Sees that all orders and motions of the board of directors are implemented.
18. Signs all contracts at the chapter level with financial obligations to HEG.
19. Compiles a budget for the office and submits it to the treasurer.
20. Acts as an inter-facer, catalyst and problem solver to the various committees and activities of the chapter.
21. Forwards the *Officer's Notebook* and other files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

September, 2015

HEG JOB DESCRIPTION FIRST VICE-PRESIDENT

Term of Office – One year, elected position

1. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
2. In the absence of the president, serves in her stead, to exercise and discharge such duties as may be required.
3. Fills the term of the president should she be unable to complete it.
4. Serves in any capacity as requested by the president.
5. Serves as reporting officer for the following:
 - Library
 - Charms Incentive Program
6. Compiles annual budget request for the office and submits it to the treasurer.
7. Organizes the gift that is given to the president each year.
8. Serves as program chairman for monthly chapter meetings.
 - a. Arranges the monthly programs of 45 minutes to 1 hour in length for the upcoming year.
 - b. Provides the website chairman with the program schedule and keeps it up-to-date.
 - c. Promotes the programs by providing information to the newsletter chairman in a timely manner.
 - d. Handles getting agreement of program particulars from each teacher/speaker, and checks that the social security number is included.
 - e. Handles getting board approval for any teacher/speaker costing more than \$100.
 - f. Request a check from the treasurer and gives it to teacher/speaker at the end of the program. Provides required information to the treasurer to fill out the IRS-1099 Misc. Form.
 - g. Checks with speaker/teacher and confirms the program at least one month out.
 - h. If the program involves kits, provide sign-up sheets for the prior two chapter meetings and collect monies, if required. Provide kit count to teacher at east one month out.
 - i. Arranges for appropriate room set-up for each program.
9. Handles all arrangements with Chapelwood United Methodist Church.
 - a. Request a check from the treasurer and pays the annual facilities rent (\$240) to the appropriate staff member in the Chapelwood office in January.
 - b. Arranges any room set-up changes with the Office Manager (Susan Hall) in the Chapelwood office,
 - c. Request room reservations and room set-up for the next calendar year by September 1st with Office Manager (Susan Hall).
10. Performs any other duties as requested by the president.

11. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION SECOND VICE-PRESIDENT

Term of Office – One year, elected term

1. Serves on the board of directors, and is familiar with National, Regional and HEG *Bylaws* and *Policies and Procedures*.
2. Serves as chairman of the annual HEG Retreat
 - a. Finalizes and executes the plans for the upcoming Retreat.
 - b. Submits articles for the newsletter and website.
 - c. Notifies attendees of payment due, collects payments, and ensures that they are correct.
 - d. Keeps spending within budget.
 - e. Notifies charm chairman of expected numbers of attendees eligible for charms (current year's attendance, first timer, completing nametag)
 - f. Plans next year's retreat getting a contract with the venue and having it approved by the board.
 - g. Compiles a budget for next year's retreat.
3. Serves in any capacity as requested by the president.
4. Serves as reporting officer for the following:
 - Boot Camp
 - Stash Sale
 - Christmas Luncheon
5. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION SECRETARY

Term of Office – One year, elected position

1. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
2. Keeps and distributes a written record (minutes) of all board and chapter meetings.
3. Makes any corrections and records them in the next minutes.
4. Takes roll of all members present at each board meeting and receives and maintains the record of attendance at general meetings.
5. Maintains a master calendar of all chapter and region events to prevent conflicts in the schedule.
6. Performs any other duties as requested by the president.
7. Keeps record of all motions made including full names of those who made the motion and the result of the vote.
8. Recognizes that minutes are the permanent, formal, official record of the chapter's business and that accuracy counts.
9. Maintains archival file of chapter minutes.
10. Attends to the general correspondence of the chapter.
11. Compiles annual budget request for the office and submits it to the treasurer.
12. Informs South Central Region and the national office when there is a change of officers.
13. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

September, 2015

HEG JOB DESCRIPTION TREASURER

Term of Office – Two years, elected position

1. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
2. Serves as custodian of the general funds of the chapter.
3. Receives and disburses all chapter funds upon receipt or vouchers.
4. Submits written monthly reports to the board and a comprehensive report quarterly to the membership in the newsletter.
5. Serves as chairman of the budget committee.
6. Pays region and national dues following given timetables.
7. Submits annual financial report to EGA headquarters and region director by February 15.
8. Maintains spending within budget.
9. Keeps ledger in the form prescribed by national.
10. Cooperates in annual audit of treasury books.
11. Maintains that all funds go through chapter treasury.
12. Receives and reviews financial reports from committees and advises chairmen.
13. Performs any other duties as requested by the president.
14. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

September, 2015

HEG JOB DESCRIPTION REGION REPRESENTATIVE

Term of Office – One year, elected position

1. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
2. Is familiar with job description in the Region Representatives Notebook.
3. Serves as chapter representative to region meetings and casts chapter's vote and voices its opinion.
4. Sends an authorized substitute to region meetings if unable to attend.
5. Reports on region meetings to chapter board and membership at meetings and through the newsletter.
6. Is familiar with region and national rules and policies.
7. Is aware of region and national resources and sees that appropriate chapter officers have this information.
8. Is responsible for HEG's entry for the opportunity knocks annual fundraiser at SCR seminars and encourages membership participation in accomplishing this task.
9. Reads and processes all region communications promptly, filing originals and giving copies to appropriate people.
10. Sends chapter information to region newsletter editor.
11. Informs region officers of name-address-telephone-e-mail changes of pertinent chapter personnel.
12. Performs any other duties as requested by the president.
13. Compiles annual budget request for the office and submits it to the treasurer.
14. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

September, 2015

HEG JOB DESCRIPTION ADVERTISING

Term of Office – One year, appointed position

1. Although not a board member, advertising is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for contacting vendors to solicit advertising for the newsletter and website.
3. Procures advertising contracts for the yearbook and website.
4. Reports to the board via the newsletter chairman if unable to attend board meetings.
5. Performs any other duties as requested by the president.
6. Compiles annual budget for advertising and submits it to the newsletter chairman for inclusion in the budget.
7. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION BUDGET

Term of Office – One year, ex-officio position

1. Responsible for the annual budget.
2. Prepares the budget from requests from officers and committee chairmen and presents it to the membership for approval no later than the meeting prior to the effective date of the budget.
3. Monitors expenditures and reminds the board when expenditures exceed budget.
4. Reports to the board in her capacity as treasurer.
5. Performs any other duties as requested by the president.
6. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION BYLAWS CHAIRMAN

Term of Office – One year, appointed by the president

1. Serves on the board of directors and reports to the president.
2. Is familiar with National, Regional and HEG *Bylaws* and *Policies and Procedures*.
3. Serves as chairman of the bylaws committee.
4. Serves as parliamentarian.
5. Prepares bylaw revisions every 10 years as directed by National.
6. Prepares amendments to the chapter bylaws as requested by the board of directors.
7. Prepares and forwards a folder to the Chairman of the Nominating Committee which includes a copy of the bylaws and job descriptions of all officers to be nominated.
8. Forwards a job description to each of the newly nominated officers.
9. Prepares a final draft of proposed bylaw amendments and has them published in the newsletter to give proper notice prior to a vote by the chapter.
10. Sends amendments approved by the chapter to the National director of bylaws for approval.
11. Monitors changes and updates in the chapter *Policies and Procedures*.
12. Formulates policy as directed by the board of directors.
13. Compiles a budget for the committee and submits it to the treasurer.
14. Submits a final copy of the *Bylaws* and *Policy and Procedures* for publication on the website.
15. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION CHARMS INCENTIVE CHAIRMAN

Term of Office – One year, appointed position

1. Although not a board member, welcoming is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Purchases charms for the incentive program, monitoring purchases to remain within the budget for the current year.
3. Maintains a list of charms purchased in order to expedite future ordering.
4. Files all receipts with the treasurer, along with the request for reimbursement form.
5. Maintains permanent records of all purchases; receipts and reimbursement requests.
6. Maintains separate line items for charms for retreat and boot camp, monitoring the expenditures to stay within budget.
7. Attends each general meeting, bringing charm selections; provides charm signup sheets for items displayed; awards charms at the conclusion of show-and tell.
8. If unable to award charm at general meeting does so at the first opportunity or at the following general meeting.
9. Prepares article for newsletter each month listing all charms awarded.
10. Performs any other duties as requested by the president.
11. Compiles annual budget request for the office and submits it to the 2nd vice-president.
12. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION CHRISTMAS LUNCHEON CHAIRMAN

Term of Office – One year, appointed position

1. Although not a board member, welcoming is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Arranges for a venue for the luncheon.
3. Chooses a menu, gets prices and brings plans to the board for approval.
4. Chooses a theme for the ornament exchange.
5. Publicizes in the newsletter the optional gift/ornament exchange between members.
6. Arranges for table decorations.
7. Provides sign-up sheet and collects fees for the luncheon.
8. Keeps records and passes checks and money to the treasurer.
9. Performs any other duties as requested by the president.
10. Compiles annual budget request for the office and submits it to the 2nd vice-president.
11. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October , 2015

HEG JOB DESCRIPTION COMMUNITY OUTREACH

Term of Office – One year, appointed by the president

1. Serves on the board of directors and reports to the president.
2. Is familiar with National, Regional and HEG *Bylaws* and *Policies and Procedures*.
3. Serves as reporting officer for all community outreach projects.
4. Continually evaluates programs for interest and participation and develops new outreaches.
5. Encouraged to present new community outreach opportunities to the board for approval.
6. Promotes awareness of and administers any outreach project approved by the board of directors.
7. Keeps records of all community outreach projects.
8. Forwards bills for all community outreach projects as incurred to chapter treasurer for reimbursement.
9. Responsible for getting information from each project chairman to the newsletter chairman and website coordinator.
10. Compiles a budget for each of the outreach projects, and includes them in the community outreach budget, submitting it to the treasurer.
11. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION EDUCATION CHAIRMAN

Term of Office – One year, appointed position

1. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
2. Keeps members abreast of information from region and national regarding education.
3. Sees that copies of education material received from the region education coordinator and headquarters are made available for all members.
4. Informs chapter members, in meetings and the newsletter, of all educational opportunities.
5. Handles the mechanics of correspondence courses, including choice, sign-up, costs, place and time. The Education Catalog is published in the December issue of Needle Arts
6. Monitors all national educational programs and services given in the chapter.
7. Advises membership at March meeting of upcoming Gold Thread Award Program. Explains criteria for nominating a person and encourages discussion from the membership. Nominations will be determined at the April Meeting. Once someone is selected to represent HEG, Education Liaison works with the Board and the Nominee to complete the paperwork which must be submitted to EGA by May 1st. Paperwork includes explanation as to why person has been nominated and a resume listing the nature and extent of service during the nominee's entire EGA membership.
8. Maintains a file of material regarding region and national educational programs.
9. Serves as reporting officer for workshop committee.
10. Performs any other duties as requested by the president.
11. Compiles annual budget for education, including that of workshop and submits it to the treasurer.
12. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

August, 2010

HEG JOB DESCRIPTION EXHIBIT CHAIRMAN

Term of Office – Until exhibit is complete

1. Serves as reporting officer for the following if included as part of the exhibit:
Preview Party Memorial
Lecture
2. Assist the President in naming additional committee members.
3. Handles arrangements for an exhibit:
Finds a venue
Arranges a time
4. Works with the curator of the museum arranging the dates and logistics of mounting the exhibit.
5. Coordinates collecting, hanging, and getting docents as well as dismantling and returning pieces to owners.
6. Performs any other duties as requested by the president.
7. Compiles annual budget request for the office and submits it to the treasurer.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION HISTORIAN

Term of Office – One year, appointed position

1. Although not a board member, historian is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for maintaining the chapter's historical records.
3. Keeps pictures and other documentation in some form of a scrapbook or other suitable storage for memorabilia.
4. Encourages members to share photos, etc. of chapter events.
5. Reports to the board via the operations chairman if unable to attend board meetings.
6. Performs any other duties as requested by the president.
7. Compiles annual budget for historian and submits it to the operations chairman for inclusion in the budget.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.
9. Takes photos of special activities and events as they arise, or ask someone else to take photos.
10. Sends photos to webmaster for inclusion on website including names of people in photos.

HEG JOB DESCRIPTION HOSPITALITY

Term of Office – One year, appointed position

1. Although not a board member, hospitality is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for having refreshments at each monthly meeting.
3. Maintains a supply of cups, plates, etc.
4. Maintains a list of volunteers who will provide food for meetings.
5. Reminds the appropriate volunteers of the upcoming date by the first of the month in which they agreed to serve.
6. Reports to the board via the operations chairman if unable to attend board meetings.
7. Performs any other duties as requested by the president.
8. Compiles annual budget for hospitality and submits it to the operations chairman for inclusion in the budget.
9. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION LIBRARIAN

Term of Office – Until new librarian is needed

1. Although not a board member, librarian is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for maintaining the chapter library.
3. Attends to necessary purchases for the library.
4. Announces new arrivals in the library via meetings and the newsletter.
5. Reports to the board via the 1st vice president if unable to attend board meetings.
6. Performs any other duties as requested by the president.
7. Compiles annual budget for librarian and submits it to the 1st vice president for inclusion in the budget.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION MAGIC CHAIRMAN

Term of Office – One year, appointed position

1. Although not a board member, magic chairman is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Keeps the MAGIC notebook, printing sign-up sheets on the paper of your choice.
3. Brings the notebook to guild gatherings – general meetings, stitch-ins, board meetings, etc.
4. Checks off projects that members complete.
5. Sends evite to members one week before MAGIC Tuesday.
6. Responsible for getting information to the newsletter chairman and website coordinator.
7. Coordinates with person responsible for meeting rooms and reports promptly when a meeting is canceled
8. Performs any other duties as requested by the president.
9. Compiles annual budget request for the office and submits it to the special interest groups chairman.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION MEMBERSHIP

Term of Office – One year, appointed position

14. Serves on the board of directors, is familiar with National, Regional and HEG *Bylaws and Policies and Procedures* and reports to the president.
15. Keeps the master membership list updated and sends information to EGA Headquarters as needed.
4. Compiles annual budget request for the office and submits it to the treasurer.
5. Forwards bills as incurred to Chapter Treasurer for reimbursement.
8. Contacts non-renewing members to encourage renewal.
9. Transfers money to Chapter Treasurer upon receipt of dues.
10. Maintains an inventory of year pins and issues them as appropriate.
11. Makes the necessary reports to Region and National at specified times.
12. Prepares a welcome packet for new members.
14. Prepares an invitational packet for guests and follow-up.
15. Prints and distributes an abbreviated number of yearbooks.
16. Coordinates with the advertising chairman to place advertising on the website as a link to advertiser's website.
17. Meets all deadlines for reporting at Board meetings, Chapter meetings, in the Chapter newsletter and on the Chapter website.
18. Selects a chapter member familiar with the chairman's files to be called in case of personal emergency.
19. Performs any other duties as requested by the president.
20. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION MEMORIAL LECTURES CHAIRMAN

Term of Office – Until job is completed

1. Although not a board member, memorial lectures chairman is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for handling memorial lectures.
3. Works with the 1st vice-president and workshop chairman when coordinating speakers and teachers.
4. Presents lecture choices with time, place and costs breakdown to the committee and then the board of directors for approval.
5. Provides the newsletter chairman with lecture information when appropriate.
6. Handles getting a signed contract from each lecturer, checks that the social security number is included and gives it to the president to sign, returning a copy to the lecturer.
7. Gives IRS 1099 information to the treasurer.
8. Requests a check from the treasurer and gives it to lecturer at the end of the lecture.
9. Checks with the lecturer and confirms the appointment at least one month out.
10. Prepares any materials needed for the programs.
11. Arranges for appropriate space and room set up.
12. Arranges for travel, meals and housing of visiting lecturers.
13. Reports to the board via the exhibit chairman if unable to attend board meetings.
14. Performs any other duties as requested by the president.
15. Compiles annual budget for lectures and submits it to the exhibit chairman for inclusion in the exhibit budget.
17. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.

October, 2015

HEG JOB DESCRIPTION NEWSLETTER

Term of Office – One year, appointed by the president

1. Serves on the board of directors and reports to the president.
2. Is familiar with National, Regional and HEG *Bylaws* and *Policies and Procedures*.
3. Serves as reporting officer for advertising.
4. Prepares copy, and layout for the regularly published newsletter and e-mails it to members.
5. Mails hard copies of the newsletter to those members without e-mail.
6. Maintains current e-mail and necessary snail mailing addresses of members.
7. Sends newsletters to required region and national reviewers.
8. Is aware of possible copyright infringement.
9. Sets deadlines for information for the newsletter and adheres to schedule.
10. Forwards bills for newsletter and advertising as incurred to chapter treasurer for reimbursement.
11. Forwards newsletter to appropriate person(s) for proofreading.
12. Compiles a budget for newsletter and advertising and submits it to the treasurer.
13. Selects an EGA member familiar with the chairman's files to be called in case of personal emergency.
14. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION SPECIAL INTEREST GROUPS

Term of Office – One year, appointed by the president

1. Serves on the board of directors and reports to the president.
2. Is familiar with National, Regional and HEG *Bylaws and Policies and Procedures*.
3. Serves as board representative for GCGN.
4. Serves as reporting officer for stitch-ins, MAGIC, and any other special interest group that meets regularly ie. samplers, quilting, beading, etc.
5. Keeps records of special interest groups.
6. Forwards bills as incurred to chapter treasurer for reimbursement.
7. Responsible for getting GCGN information to the newsletter chairman and website coordinator.
8. Compiles a budget for special interest groups, and submits it to the treasurer.
9. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

HEG JOB DESCRIPTION

STASH SALE CHAIRMAN

Term of Office – One year, appointed position

1. Although not a board member, welcoming is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Collects items for the stash sale throughout the year.
3. Arranges with 1st vice-president ahead of time to assure the proper room set-up.
4. Arrives early on the day of the sale to set-up.
5. Provides paper and pencils for the auction and some plastic bags for transporting purchases.
6. Arranges for disposal of unsold items to non profit organization(s).
7. Arranges with the treasurer to attend and handle the money.
8. Prepares article for newsletter announcing the sale.
9. Performs any other duties as requested by the president.
10. Compiles annual budget request for the office and submits it to the 2nd vice-president.
11. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October , 2015

HEG JOB DESCRIPTION STITCH-INS

Term of Office – One year, appointed position

1. Although not a board member, stitch-ins is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for submitting stitch-in information to the newsletter and the website.
3. Responsible for announcing stitch-in information at each chapter meeting.
4. Reports regularly to the board, either in person or via the special interest group chairman.
5. Actively solicits members to volunteer their home for stitch-ins.
6. Performs any other duties as requested by the president.
7. Selects a chapter member familiar with the chairman's files to be called in case of personal emergency.
8. Forwards bills as incurred to the treasurer through the special interest groups chairman for reimbursement.
9. Compiles annual budget for stitch-ins and submits it to the special interest groups chairman for inclusion in the budget.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION WEBSITE CHAIRMAN

Term of Office – One year, appointed position

1. Although not a board member, website chairman is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Serves as web-master, keeping it current and including information as requested.
3. Renews webhosting and domain as necessary.
4. Keeps up egaheg@gmail.com email list current and forwards email via egaheg@gmail as needed.
5. Performs any other duties as requested by the president.
6. Compiles annual budget request for the office and submits it to the Membership Chairman.
7. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October , 2015

HEG JOB DESCRIPTION WELCOMING

Term of Office – One year, appointed position

1. Although not a board member, welcoming is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Takes roll of attendance at general meetings and presents to secretary at the end of the meeting.
3. Monitors name tags.
4. Greets members and guests and sees that guests are introduced.
5. Sends a note to visitors and new members after the meeting.
6. Handles the mechanics of *Show and Tell*.
7. Reports to the board via the operations chairman if unable to attend board meetings.
8. Performs any other duties as requested by the president.
9. Compiles annual budget for welcoming and submits it to the vice-president for inclusion in the budget.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

October, 2015

HEG JOB DESCRIPTION WORKSHOPS

Term of Office – One year, appointed position

1. Although not a board member, workshops is encouraged to attend board meetings and when there, participate in discussion and vote.
2. Responsible for handling limited participation workshops.
3. Works with the vice-president/program chairman to coordinate speakers and teachers.
4. Suggests possible teachers and projects to get a consensus of the membership.
5. Presents workshop choices with time, place and costs breakdown to the board of directors for approval.
6. Maintains a sign up list with deposits for workshops and collects final fees.
7. Provides the yearbook chairman with the workshop schedule in time for inclusion.
8. Provides the newsletter chairman with the workshop information in a timely manner.
9. Handles getting a signed contract from each teacher, checks that the social security number is included and gives it to the president to sign, returning a copy to the teacher.
10. Completes the IRS 1099 form and gives it to the treasurer.
11. Requests a check from the treasurer and gives it to teacher at the end of the workshop.
12. Checks with the presenter and confirms the workshop at least one month out.
13. Prepares any kits or materials needed for the programs.
14. Arranges for appropriate space and room set up for each workshop.
15. Arranges for travel, meals and housing of visiting teachers.
16. Reports to the board via the education liaison if unable to attend board meetings.
17. Performs any other duties as requested by the president.
18. Compiles annual budget for workshops and submits it to the education liaison for inclusion in the budget.
19. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.