

# Houston Embroiderers' Guild's ("HEG")

## Job Descriptions

Embroiderers' Guild of America is referenced as EGA and National in this document. Their website is [www.egausa.org](http://www.egausa.org).

South Central Region is referenced as SCR, Regional and Region in this document. Their website is [www.egascr.org](http://www.egascr.org).

Houston Embroiderers' Guild is referenced as HEG and Chapter in this document. Our website is [www.myheg.org](http://www.myheg.org).

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## ADVERTISING CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Newsletter Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for contacting vendors to solicit advertising, following the pricing set in the *Policies*.
5. The advertising year is June 1<sup>st</sup> through May 31<sup>st</sup>. Letters should be sent to potential and current advertisers in April.
6. Responsible for providing information to Newsletter Chairman and Website Chairman.
7. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
8. Compiles annual budget and submits it to the Treasurer.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## **BEADS AND MORE CHAIRMAN**

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for providing information to Newsletter Chairman.
5. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
6. Coordinates with Operations Chairman for meetings rooms and reports promptly when a meeting is cancelled.
7. Serves in any capacity and performs any other duties as requested by the President.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## **BOOT CAMP CHAIRMAN**

Term of Office – One-year, (January 1, current year through February 28, of the following year),  
Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Second Vice President, with copy to the President and Secretary, when unable to attend.
4. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
5. Coordinates with Operations Chairman for meeting room.
6. Creates and executes the plans for the upcoming Boot Camp.
7. Selects charm and notifies Charms Incentive Chairman of expected numbers of attendees eligible for charms; or seeks permission to order themselves. (Attendees eligible for charms current year's attendance, first timer, etc.).
8. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
9. Compiles annual budget and submits it to the Treasurer.
10. Responsible for providing information to Newsletter Chairman.
11. Serves in any capacity and performs any other duties as requested by the President.
12. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## **BUDGET CHAIRMAN**

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Treasurer, with copy to the President and Secretary, when unable to attend.
4. Responsible for the annual budget.
5. Prepares the budget from requests from officers and committee chairmen. Showing a comparison to previous year, presents it to the board for approval, prior to annual meeting.
6. Presents annual budget to the membership for approval at the annual meeting.
7. Monitors expenditures and advises the board when expenditures are close to budget amount.
8. Serves in any capacity and performs any other duties as requested by the President.
9. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## BYLAWS CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Prepares Bylaws revisions as directed by National.
3. Prepares amendments to the chapter Bylaws as requested by the Board of Directors.
4. Provides to the Chairman of the Nominating Committee the Bylaws and Job Descriptions of all officers to be nominated.
5. Prepares a final draft of proposed Bylaws amendments and has them published in the newsletter to give proper notice, prior to a vote by the chapter.
6. Sends amendments approved by the chapter to the Regional Director of Bylaws for approval.
7. When National and Regional changes occur, updates board and membership, if appropriate.
8. Region will notify HEGs bylaws need to be renewed.
9. Reviews current Bylaws for compliance with Region and National bylaws and makes comparison available at board meeting.
10. Submits updated Bylaws to the chapter for approval.
11. Submits Chapter approved bylaws to Region for approval.
12. Monitors, changes and updates the *Policies*.
13. Provides monthly updates to board and general meetings. Provides report to the President if unable to attend.
14. Responsible for providing information to Newsletter Chairman and Website Chairman, with copy to the Secretary.
15. Serves in any capacity and performs any other duties as requested by the President.
16. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024



## CHARMS INCENTIVE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Serves in any capacity and performs any other duties as requested by the President.
4. Provides monthly updates to board and general meetings. Provides report to the First Vice President, with copy to the President and Secretary, when unable to attend.
5. Purchases charms for the incentive program, monitoring purchases to remain within the budget for the current year.
6. Maintains a list of repetitive charms and where purchased, to expedite future ordering.
7. Maintains separate budget line items for charms chosen by Retreat Chairman and Boot Camp Chairman.
8. Attends each general meeting, bringing charm selections. Provides charm signup sheets and distributes charms at meetings.
9. If unable to award charm at general meeting does so at the first opportunity.
10. Prepares article for newsletter each month listing all charms awarded.
11. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
12. Compiles annual budget and submits it to the Treasurer.
13. Serves in any capacity and 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.

Updated: September 2024

## COMMUNITY OUTREACH CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Serves as reporting officer for all community outreach projects.
3. Continually evaluates programs for interest and participation and develops new outreaches.
4. Encouraged to present new community outreach opportunities to the board for approval.
5. Promotes awareness of and administers any outreach project approved by the board.
6. Keeps records of all community outreach projects.
7. Compiles annual budget and submits it to the Treasurer.
8. For Holiday Party, selects local charity and collects money for donations. Checks from members should be made payable to the charity. Requests check from Treasurer for funds collected from “no name tag fine” Fund during the year.
9. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, if unable to attend.
10. Responsible for providing information to Newsletter Chairman and Website Chairman.
11. Serves in any capacity and performs any other duties as requested by the President.
12. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## EDUCATION CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Keeps members abreast of information from Regional and National regarding education, knows their websites well.
3. Informs chapter members, in meetings and the newsletter, of all educational opportunities.
4. Handles the mechanics of correspondence courses, including choice, sign-up, costs, place and time.
5. Is familiar with National Awards. For example, explains criteria for nominating a person and discusses with the board. Completes the paperwork and submits by the deadline.
6. Serves as reporting officer for Workshop Chairman.
7. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, if unable to attend.
8. Responsible for providing information to Newsletter Chairman and Website Chairman.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## EXHIBIT CHAIRMAN

Term of Office – Until Exhibit is complete, Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion.
3. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, when unable to attend.
4. Serves as reporting officer for Memorial Lecture Chairman.
5. Assist the President in naming additional committee members.
6. Finds a venue, arranges a time, and presents it to the board for approval.
7. Arranges for a Preview Party or luncheon, if approved by the board.
8. Follow National guidelines for the exhibit to be insured by EGA.
9. Works with the curator of the location arranging the dates and logistics of mounting the exhibit.
10. Coordinates collecting, hanging, and getting docents, as well as dismantling and returning pieces to owners.
11. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
12. Compiles budget request and submits it to the Treasurer.
13. Serves in any capacity and 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.

Updated: September 2024

## FIRST VICE PRESIDENT, PROGRAMS

Term of Office – One-year elected position, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the president.
2. In the absence of the President, serves in their stead, to exercise and discharge such duties as may be required.
3. Fills the term of the President should they be unable to complete it.
4. Serves as reporting officer for the following: Librarian and Charms Incentive Program Chairman.
5. Compiles annual budget request for the office and submits it to the Treasurer.
6. Organizes the gift that is given to the President each year.
7. Serves as program chairman for monthly chapter meetings.
  - a. Follows up on all actions identified in the predecessor's report and implements their monthly programs for the current 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 board approval for any teacher/speaker costing more than \$200.
  - e. Handles getting agreement of program particulars from each teacher/speaker and checks that the social security number is included.
  - f. If the program involves kits, provide sign-up sheets for the prior two general meetings and collect monies, if required. Provide kit count to teacher at least one month out.
  - g. Checks with speaker/teacher and confirms the program at least one month out.
  - h. Requests a check from the Treasurer and gives it to teacher/speaker at the end of the program. Provides required information to the Treasurer to complete IRS Form 1099-Misc.
  - i. Arranges the monthly programs of 45 minutes to 1 hour in length for the next calendar year (e.g. the 2024 First Vice President plans the monthly programs for 2025).
8. Prepares a backup program in the event of a scheduled program cancellation.
9. Coordinate all meeting room arrangements, such as room set-up, equipment needs, etc. with the Operations Chairman as soon as possible.
10. Compiles annual budget and submits it to the Treasurer.
11. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, if unable to attend.
12. Responsible for providing information to Newsletter Chairman and Website Chairman.
13. Serves in any capacity and performs any other duties as requested by the President.
14. Forwards files, in good order and prompt manner, to successor, accompanied by a report of current activities and needed follow-up actions.

Updated: September 2024

## **GULF COAST GOLDEN NEEDLES (GCGN) CHAIRMAN - satellite**

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for providing information to Newsletter Chairman and Website Chairman.
5. Schedules monthly programs for satellite meetings.
6. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
7. Compiles annual budget and submits it to the Treasurer.
8. Serves in any capacity and performs any other duties as requested by the President.
9. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## HEARTS FOR HOSPICE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Community Outreach Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for providing information to Newsletter Chairman.
5. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
6. Compiles a budget for each of the outreach projects, and includes them in the community outreach budget, submitting it to the treasurer.
7. Serves in any capacity and performs any other duties as requested by the President.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## HISTORIAN CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Operations Chairman, with copy to the President and Secretary, when unable to attend.
4. Keeps pictures and other documentation in some form of a scrapbook or other suitable storage for memorabilia for inclusion in the library.
5. Takes photos of special activities and events, or if not in attendance asks someone else to take photos and encourages members to share photos with Historian.
6. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
7. Compiles annual budget request for the office and submits it to the Treasurer.
8. Serves in any capacity and performs any other duties as requested by the President.
9. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024



## HOLIDAY PARTY CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Second Vice President, with copy to the President and Secretary, when unable to attend.
4. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
5. Locates options for annual holiday party and pricing, inclusive of tip.
6. Requests Board approval for holiday party location and pricing.
7. Creates and executes the plans for the upcoming holiday party.
8. Provides signups for party with cost, at least 2-3 months before party.
9. Notifies attendees of payment due and collects payments.
10. Provides money to Treasurer. Treasurer provides check to Chairman for the luncheon. The Holiday Party is a pass through cost. All money collected is paid to the venue.
11. Responsible for providing information to Newsletter Chairman.
12. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
13. Serves in any capacity and 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.

Updated: September 2024

## HOLIDAY PROJECT CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Community Outreach Chairman, with copy to the President and Secretary, when unable to attend.
4. Selects a local 501(c)(3) charity.
5. Obtains approval from the board for the selected charity.
6. Creates a collection box for the charity and brings to general meetings and the holiday party.
7. Reminds members that checks should be payable to the charity.
8. Provides checks collected to the charity after the holiday party, along with announcing the amount collected.
9. Responsible for providing information to Newsletter Chairman.
10. Serves in any capacity and 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.

Updated: September 2024

## HOSPITALITY CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Operations Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for having refreshments at each general meeting.
5. Maintains a supply of cups, plates, etc.
6. Maintains a list of volunteers who will provide snacks for general meetings. At least a week before the meeting, confirm with the volunteers scheduled.
7. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
8. Compiles annual budget request for the office and submits it to the Treasurer.
9. Responsible for providing information to Newsletter Chairman.
10. Serves in any capacity and 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.

Updated: September 2024

## LIBRARY CHAIRMAN

Term of Office – Until new Librarian is needed, Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the First Vice President, with copy to the President and Secretary, when unable to attend.
4. Responsible for maintaining the chapter library, including the chapter history/memory scrapbooks.
5. Attends to necessary purchases for the library.
6. Announces new arrivals in the library via meetings and the newsletter.
7. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
8. Compiles annual budget request for the office and submits it to the Treasurer.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## MEMBERSHIP CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Keeps the master membership list updated.
3. Keeps chapter email contact list in sync with the master membership list.
4. Provides Evite Chairman with updated membership list, when changes occur.
5. Contacts non-renewing members to encourage renewal.
6. Collects Plural and Life member chapter dues.
7. Transfers money to Treasurer upon receipt of plural and life member dues.
8. Makes the necessary reports to Region and National at their specified times.
9. Prepares a welcome packet for new members.
10. Creates Yearbook/Directory information.
11. Creates and updates Glossary of Terms for website and newcomers welcome packets.  
Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
12. Compiles annual budget and submits it to the Treasurer.
13. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, when unable to attend.
14. Responsible for providing information to Newsletter Chairman and Website Chairman.
15. Serves in any capacity and performs any other duties as requested by the President.
16. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## MEMORIAL LECTURE CHAIRMAN

Term of Office – Until Exhibit is complete, Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion.
3. Provides monthly updates to board and general meetings. Provides report to the Exhibit Chairman, with copy to the President and Secretary, when unable to attend.
4. Works with the First Vice-President and Workshop Chairman when coordinating speakers and teachers.
5. Presents lecture choices with time, place and costs breakdown to the committee and then the Board of Directors for approval.
6. Provides the Newsletter Chairman with lecture information when appropriate.
7. 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.
8. Gives the IRS Form 1099 information to the Treasurer.
9. Requests a check from the treasurer and gives it to lecturer following the lecture.
10. Checks with the lecturer and confirms the appointment at least one month out.
11. Prepares any materials for the programs (e.g. handout).
12. Arranges for appropriate space and room set up.
13. Arranges for travel, meals and housing of visiting lecturers.
14. Responsible for providing information to Newsletter Chairman and Website Chairman.
15. Compiles annual budget and submits it to the Treasurer.
16. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
17. Serves in any capacity and performs any other duties as requested by the President.
18. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

# MY ANNUAL GOOD INTENTIONS CONTRACT (MAGIC) CHAIRMAN IN PERSON

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Once Evite is sent out, monitors Evite and reports promptly to Evite Chairman and Operations Chairman, if the meeting needs to be cancelled.
4. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
5. Coordinates with Operations Chairman for annual meetings rooms.
6. Responsible for providing information to Newsletter Chairman.
7. Serves in any capacity and performs any other duties as requested by the President.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

# MY ANNUAL GOOD INTENTIONS CONTRACT (MAGIC) CHAIRMAN

## Via ZOOM

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
4. Keeps the MAGIC notebook.
5. Makes available the MAGIC notebook to guild gatherings – general meetings, stitch-ins, board meetings, etc.
6. Provide number of charms needed for those completing projects according to MAGIC notebook to Charms Chairman.
7. Checks off project(s) that members complete and distributes charms.
8. Once Evite is sent out, monitors Evite and reports promptly to Evite Chairman and Operations Chairman if the meeting needs to be cancelled.
9. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
10. Compiles annual budget request for the office and submits it to the Treasurer.
11. Responsible for providing information to Newsletter Chairman.
12. Serves in any capacity and performs any other duties as requested by the President.
13. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024



## NEWSLETTER CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Serves as reporting officer for Advertising Chairman.
3. Prepares monthly newsletter, providing double issues for July-August and December-January.
4. Forwards newsletter to appropriate person(s) for proofreading.
5. Mails hard copies of the newsletter to those members without email.
6. Provides newsletter to Website Chairman for email distribution.
7. Is aware of possible copyright infringement.
8. Sets deadlines for information for the newsletter and adheres to schedule.
9. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
10. Compiles annual budget and submits it to the Treasurer.
11. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, when unable to attend.
12. Responsible for providing information to Newsletter Chairman and Website Chairman.
13. Serves in any capacity and 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.

Updated: September 2024

## OPERATIONS CHAIRMAN

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Serves as reporting officer for Chairmen of Historian, Hospitality, Sunshine and Welcoming.
3. Maintains a master calendar for chapter, region and national events to prevent conflicts in scheduling.
4. Provides calendars and updates to Website Chairman for inclusion on the website.
5. Serves as contact person for community centers, meeting locations, etc.
6. Handles scheduling and canceling events at community centers, meeting locations, etc.
7. Ensures Workshop Chairman is listed as a contact with community centers.
8. Compiles annual budget and submits it to the Treasurer.
9. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, when unable to attend.
10. Responsible for providing information to Newsletter Chairman and Website Chairman.
11. Serves in any capacity and performs any other duties as requested by the President.
12. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## OPPORTUNITY KNOCKS CHAIRMAN

Term of Office – May 1, current year through July 1, following year, Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Region Representative Chairman, with copy to the President and Secretary, when unable to attend.
4. Is responsible for HEG's entry for the opportunity knocks fundraiser at the SCR seminar.
5. Develops a theme for the basket and has it approved by the board at the July board meeting.
6. Responsible for providing information to Newsletter Chairman.
7. Organizes items in the basket, arranges transportation to and display at the seminar.
8. Provides a final report to the Board.
9. Provides participants names and amount earned to the Newsletter Chairman.
10. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
11. Compiles annual budget request for the office and submits it to the Treasurer.
12. Serves in any capacity and performs any other duties as requested by the President.
13. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## PARLIAMENTARIAN CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Advises the President, other officers, committees, and members on matters of parliamentary procedure.
4. Shall be ex-officio of the Bylaws committee.
5. Calls attention to errors in the proceedings that may affect the rights of any member or may otherwise do harm.

Updated: September 2024

# PRESIDENT

Term of Office – One-year elected position, counted in the quorum

1. Chairs the Board of Directors is familiar with National, Regional, and HEG *Bylaws* and *Policies* 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 emails them to the 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. Develops leadership within the chapter.
8. Make sure committee chairmen completes their duties or appoints a replacement.
9. Represents the chapter to the community.
10. Attends and votes at the national annual meeting or delegates a proxy.
11. 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.
12. 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*.
13. Shall be ex-officio member of all committees except the nominating committee.
14. 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.
15. Sees that all orders and motions of the board of directors are implemented.
16. Signs all contracts at the chapter level with financial obligations to HEG.
17. Acts as an intermediary, catalyst and problem solver to the various committees and activities of the chapter.
18. Provides monthly updates to board and general meetings. Provides report to the First Vice President, with copy to the President and Secretary, if unable to attend.
19. Responsible for providing information to Newsletter Chairman and Website Chairman.
20. Forwards files, in good order and prompt manner to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## PROJECTS HALF DONE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for providing information to Newsletter Chairman.
5. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
6. Coordinates with Operations Chairman for meetings rooms and reports promptly when a meeting is cancelled.
7. Serves in any capacity and performs any other duties as requested by the President.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## REGION REPRESENTATIVE

Term of Office – One-year elected position, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Serves as reporting officer for both Opportunity Knocks Chairmen.
3. Is familiar with Region's website, [www.egascr.org](http://www.egascr.org), specifically tabs "*Region Rep Login*" and "*Online Forms*".
4. Serves as chapter representative to Region meetings and casts chapter's vote and voices its opinion.
5. Requests President to appointment an authorized substitute to Region meetings if unable to attend.
6. Reports on Region meetings to chapter board and membership at meetings and through the newsletter.
7. Is familiar with Region Awards (such as Heart in Hand, etc.). Encourages membership to help accomplish the task of nominating a member for the award(s). Submits forms to Region by the stated deadline.
8. Sends chapter information to Region newsletter editor.
9. Compiles annual budget and submits it to the Treasurer.
10. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, if unable to attend.
11. Responsible for providing information to Newsletter Chairman and Website Chairman.
12. Serves in any capacity and performs any other duties as requested by the President.
13. Forwards files, in good order and prompt manner to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## RETREAT/STAYTREAT CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Second Vice President, with copy to the President and Secretary, when unable to attend.
4. Services as chairman of the annual HEG event: Retreat or StayTreat.
5. Requests Board approval to do a Retreat and additional funds, if needed.
6. Creates and executes the plans for the upcoming Retreat or StayTreat.
7. Notifies Retreat attendees of payment due, collects payments, if necessary.
8. Contract for Retreat venue and obtain board approval and President's signature.
9. Responsible for providing information to Newsletter Chairman.
10. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
11. Coordinates with Operations Chairman for meeting room for StayTreat.
12. Selects charm and notifies Charms Incentive Chairman of expected numbers of attendees eligible for charms; or seeks permission to order themselves.
13. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
14. Compiles annual budget and submits it to the Treasurer.
15. Serves in any capacity and performs any other duties as requested by the President.
16. Forwards files, in good order and prompt manner to successor, accompanied by a report on current activities and need follow-up actions.

Updated: September 2024



## **SECOND VICE PRESIDENT, SPECIAL PROJECTS**

Term of Office – One-year elected position, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the president.
2. In the absence of the President and First Vice President, serves in their stead, to exercise and discharge such duties as may be required.
3. Serves as reporting officer for the following Chairmen: Boot Camp, Holiday Party, Retreat and Stash Sale.
4. Compiles annual budget and submits it to the Treasurer.
5. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the President and Secretary, if unable to attend.
6. Responsible for providing information to Newsletter Chairman and Website Chairman.
7. Serves in any capacity and performs any other duties as requested by the President.
8. Forwards files, in good order and prompt manner, to successor, accompanied by a report of current activities and needed follow-up actions.

Updated: September 2024

## 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. Responsible for sending the current month's minutes to the Newsletter Chairman by deadline for general membership to review.
3. Corrects and amends any changes at the next meeting.
4. Responsible for sending the minutes to the board prior to next month's meeting, providing enough time for review.
5. Corrects, amends and re-sends to all board members after final approval at the following meeting.
6. Provides for a substitute when unable to attend and notifies the President.
7. NOTE: To correct/amend minutes, edits must be from attendees at the board meeting.
8. NOTE: Minutes are the permanent, formal, official record of the chapter's business.
9. Maintains archival file of chapter's minutes.
10. Receives from the Welcoming Chairman both General Meeting and Show and Tell sign in sheets and attaches to that month's minutes.
11. Conducts a roll call at board meetings and includes attendees' names in the minutes.
12. Documents all motions including full name of person making the motion and the result of the vote.
13. NOTE: Motions need to be seconded but the name of who seconds isn't included in the minutes.
14. Maintains an archival file of chapter's motions.
15. Maintains a master calendar of all chapter and region events to prevent conflicts in the schedule.
16. Keeps chapter Evite contact list in sync with the master membership list.
17. Sends Special Interest Groups Evites the weekend before, providing them with event title, date, time, location, program, and ZOOM information, as appropriate.
18. Informs South Central Region director and the national office when there is a change of officers.
19. Performs any other duties as requested by the president.
20. Budget: Compiles annual budget request for the office and submits to the treasurer.
21. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## **SPECIAL INTEREST GROUPS CHAIRMAN**

Term of Office – One-year Presidential appointee, Standing Committee, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. Serves as reporting officer for Chairmen of Beads and More (BAM), Gulf Coast Golden Needles (GCGN-satellite group), My Annual Good Intentions Contract (MAGIC)-in person, MAGIC-Zoom, Projects Half Done (PHD), Stitch-Ins, and any other special interest group that meets regularly.
3. Serves in any capacity and performs any other duties as requested by the President.
4. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## STASH SALE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Second Vice President, with copy to the President and Secretary, when unable to attend.
4. Collects items for the stash sale throughout the year.
5. Arranges with Operations Chairman for proper room set-up.
6. Provides paper and pencils for the auction and some plastic bags for transporting purchases.
7. Arranges for disposal of unsold items to non-profit organizations(s).
8. Arranges with the Treasurer to attend and handle the money.
9. Responsible for providing information to Newsletter Chairman.
10. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
11. Compiles annual budget and submits it to the Treasurer.
12. Serves in any capacity and performs any other duties as requested by the President.
13. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## STITCH-IN CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Special Interest Groups Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for scheduling, monitoring, attending, and cancelling if necessary.
5. Actively solicits members to volunteer their home for stitch-ins and/or sources locations for public stitch-ins.
6. Advises Evite Chairman of details.
7. Monitors Evite and reports promptly to Evite Chairman and notifies the location, if the meeting needs to be cancelled.
8. Responsible for providing information to Newsletter Chairman.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## SUNSHINE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Operations Chairman, with copy to the President and Secretary, when unable to attend.
4. Responsible for providing information to Newsletter Chairman.
5. Cards are sent for the following reasons: death in the immediate family of a member, illness or hospitalization of a member, and to the family of a member upon his or her death.
6. The sources of the cards are freebies in the mail, purchased, or handmade by a member.
7. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts for stamps and purchased card.
8. Compiles annual budget and submits it to the Treasurer.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## TREASURER

Term of Office – Two-year elected position, counted in the quorum

1. Serves on the Board of Directors, is familiar with National, Regional, and HEG *Bylaws* and *Policies* and reports to the President.
2. May be elected to serve a second consecutive two-year term.
3. Serves as custodian of the general funds of the chapter.
4. Receives and disburses all chapter funds upon receipt and Reimbursement Form.
5. Submits written monthly reports to the board and a comprehensive report quarterly to the membership in the newsletter.
6. Serves as chairman of the Budget Committee.
7. Issues check to South Central Region for dues for plural members outside of the region as requested by Membership Chairman.
8. Submits annual financial report to EGA headquarters and South Central Region by their deadlines.
9. Maintains spending within budget.
10. Keeps ledger in the form prescribed by National.
11. Provides information for Form 1099 to National.
12. Cooperates in annual audit of treasury books.
13. Ensures that all funds go through chapter treasury.
14. Provides monthly updates to board and general meetings. Provides report to the President, with copy to the Secretary, if unable to attend.
15. Responsible for providing information to Newsletter Chairman and Website Chairman.
16. Serves in any capacity and performs any other duties as requested by the President.
17. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024

## WEBSITE CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Membership Chairman, with copy to the President and Secretary, when unable to attend.
4. Serves as webmaster, keeping it current and including information as requested.
5. Renews webhosting domain and ZOOM as necessary.
6. Responsible maintaining access list to ZOOM account.
7. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
8. Compiles annual budget and submits it to the Treasurer.
9. Serves in any capacity and performs any other duties as requested by the President.
10. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024



## WELCOMING CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Operations Chairman, with copy to the President and Secretary, when unable to attend.
4. Provides Attendance Sign-In Sheet at general meetings and gives to Secretary at the end of the meeting.
5. Monitors name tags not worn to meeting and reminds member to pay “no name tag fine”.
6. Greets members and guests and sees that guests are introduced.
7. Handles details of *Show and Tell* and explains educational aspects of each piece.
8. Provides Show and Tell Sign-In Sheet at general meetings and gives to Secretary at the end of the meeting, marking the winner of the drawing.
9. Purchases gift cards for Show and Tell drawing.
10. Responsible for providing Show and Tell drawing winner information to Newsletter Chairman.
11. Requests reimbursement from the Treasurer by completing Reimbursement Form including receipts.
12. Compiles annual budget and submits it to the Treasurer.
13. Serves in any capacity and 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.

Updated: September 2024

## WORKSHOP CHAIRMAN

Term of Office – One-year Presidential appointee

1. Although not a board member, is familiar with National, Regional, and HEG *Bylaws* and *Policies*.
2. Encouraged to attend board meetings and when there, participate in discussion and vote.
3. Provides monthly updates to board and general meetings. Provides report to the Education Chairman, with copy to the President and Secretary, when unable to attend.
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 signup list with deposits for workshops and collects final fees.
7. 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.
8. Gives the IRS Form 1099 information to the Treasurer.
9. Requests a check from the treasurer and gives it to teacher at the end of the workshop.
10. Checks with the teacher and confirms the workshop at least one month out.
11. Arranges for appropriate space and room set up for each workshop.
12. Arranges for travel, meals and housing of visiting teachers.
13. Responsible for providing information to Newsletter Chairman and Website Chairman.
14. Serves in any capacity and performs any other duties as requested by the President.
15. Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up actions.

Updated: September 2024