

Section II – RMR Region Seminar General Information and Organization

A. Seminar Chairman – Job Description

[NOTE: This is RMR policy and the full description is found in Section I.D of the Region Seminar Guidelines]

B. General Information

Region seminars are held in even numbered years.

Any questions regarding Rocky Mountain Region seminars should be directed to the assistant region director.

A region seminar may be hosted by a single chapter, by several chapters, or by the region as a whole. An invitation to host a seminar should be issued in writing to the assistant region director with a copy to the region director by the host unit. An invitation for a year that the seminar will be held can be issued before exact dates and site are decided. Site and exact dates of the seminar should be established as early as possible; three years out is not too early.

In agreeing to host a seminar, the host unit agrees to follow the policies and procedures outlined in Section I of the RMR Region Seminar Guidelines.

The host unit's board of directors and the seminar committee shall work together for a successful seminar.

A steering committee should be formed consisting of individuals necessary to guide the early decisions, such as site selection and dates. Members of the steering committee can be the chapter board.

Proposed dates and site selection go hand in hand. A suitable site will have well-lighted classrooms (as sound proof as possible) and the availability of adequate sleeping accommodations. Special attention should be paid to tentative dates, physical layout, number of guest rooms, number and size of classrooms, lighting and sound proofing, banquet facilities, meeting rooms, parking, ground transportation to mass transit stations, nearby restaurants, other attractions.

The local convention and visitor's bureau can be of assistance in locating facilities which might be appropriate for the seminar.

Proposed dates should be checked with the region director and the assistant region director and against the master calendar through EGA headquarters before final dates are set. When dates are confirmed, complete a copy of the EGA Master Calendar of Events Submission Form (Attachment II-A), and return to EGA headquarters for inclusion in the master calendar.

The executive seminar committee should consist of the chairman, assistant chairman, secretary, treasurer, registrar and dean of faculty. Other chairmen can be added as necessary. The chairman is selected by the host unit with approval of the region executive board. In the case of a region hosted seminar, the seminar chairman is selected by the region director and assistant region director and approved by the region executive board. The seminar chairman selects the other

seminar executive committee members. Individuals considered for seminar positions should have qualifications that give them background for the job to be done. The seminar chairman submits the name and a synopsis of background information relating to the position for the dean of faculty, treasurer and registrar to the region director within 30 days of the chairman's ratification. (*Rocky Mountain Region Seminar Policies, Section I, page 1.*) **These names are ratified by the region executive board in a timely manner.**

An up-to-date roster of all seminar committee chairmen should be sent to the assistant region director and the region director whenever there is a change.

The seminar committee chairman is directly responsible to the region director and the region board through the assistant region director.

The assistant region director and the region director are ex-officio members of the seminar committee.

Meetings of the seminar committee should be scheduled as necessary, generally more frequently as the seminar approaches.

If the seminar is sponsored by the region as a whole, a synopsis of the minutes should be sent to each region representative as a means of keeping communication open.

All contracts for services for region seminars shall be approved and signed by the region director. This includes all faculty contracts, hotel (site) contracts, bookstore, boutique and any special service that is necessary to conduct the seminar.

The seminar chairman shall provide adequate space for the region business meeting and other official functions that take place at seminar. This list can include the region & executive board meeting, space for exhibits, and fund-raising activities.

A seminar theme may be selected. Seminar logos are usually designed in conjunction with the theme. Seminar logos must include the EGA trademark. The EGA trademark (logo) is defined as the EGA emblem, the words "The Embroiderers' Guild of America", or the letters "EGA". The seminar logo must be submitted to the EGA Product Design and Sales Committee for approval prior to being used. Note: This process should take place at least one year before the seminar – earlier is better.

All seminar participants shall be EGA members.

The books of the seminar shall be audited (within 90 days of the close of seminar) before the bank account is closed.

The final seminar report, which includes the complete Final Seminar Financial Report, shall be sent to the region director within 120 days of the close of seminar. This report is forwarded by the region director to the region seminar coordinator.

A copy of the Final Seminar Financial Report along with a check for the region's share of the seminar proceeds is sent to the region treasurer within 120 days of the close of the seminar.

C. Suggested Timeline for Seminar Preparation

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| 36 months | Invitation offered in writing to the region seminar/retreat coordinator by the host unit. |
| 26 months | Seminar chairman selected and approved by region executive board. Site selected. Seminar theme and logo selected. Seminar executive committee members selected. |
| 24 months | Logo sent to EGA Product Design and Sales Committee for approval. Final logo shown to region board. Other seminar committee chairmen chosen. Initial workplan/budget presented and approved by the region director, assistant region director, and region treasurer. 1 st loan requested. Invitations sent to prospective teachers. Initial loan made to seminar committee; bank account opened. Seminar may choose to advertise for teachers in EGA publications, <i>Border to Border</i> or other region newsletters. |
| 20 months | Proposal requirements sent to potential faculty. |
| 17 months | Seminar activities assigned to chapter members or, if region-sponsored, to chapters. |
| 15 months | Faculty proposals due. List of teachers submitting proposals sent to region director who then sends to EGA Director of Education (National policy). |
| 14 months | Faculty selection committee chooses classes and faculty notified of acceptance or non-acceptance. |
| 13 months | Accepted faculty return contracts. Projects sent for photography, display at region retreat |
| 12 months | Class preview at region retreat; invitation to attend. Early registration begins. Early registration information published on region website. Treasurer begins monthly financial reports to seminar chairman, assistant region director, region treasurer, and region director. Current workplan/budget approved; 2 nd loan request. |
| 11 months | Brochure completed |

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| 10 months | Early registration ends. |
| 7 months | Brochure sent and published on region website. |
| 6 months | Registration opens. |
| 5 months | Loans from region repaid. Hotel deposit from region repaid (if deposit was necessary). |
| 4 months | Registration closes. Determine classes that do not meet minimum enrollment. Decision about cancellation of classes is made. Penalty for late registration goes into effect Classes assigned, letters sent to participants. |
| 3 months | List of class participants sent to teachers. Kit fees and any remaining seminar participant fees due. Registrar furnishes information collected from registration forms to various seminar committees. |
| 2/1 month(s) | Refunds with penalty can be made under extenuating circumstances due to the cancellation by a participant. |

Seminar Week

Following Seminar:

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| Within 60 days | All chairmen (except treasurer) send final job reports (Sec. IX-A) to seminar chairman. |
| Within 90 days | Audit seminar treasurer's financial records. Treasurer sends final job report to seminar chairman after audit. |
| Within 120 days | Treasurer sends Final Seminar Financial Report to the seminar chairman. Seminar chairman sends complete final seminar report, including Final Seminar Financial Report, to region director. (Sec IX-B) Treasurer sends a copy of the Final Seminar Financial Report to region treasurer, and assistant region director. Treasurer sends proceeds checks to region and chapter treasurers. Treasurer sends notice to region treasurer to close bank account. Treasurer sends <u>all</u> financial records, including canceled checks and all bank statements, to region treasurer. Seminar chairman sends Seminar Summary Report (Sec. IX-C) to region director and assistant region director. |

EGA Master Calendar of Events Submission Form

Event _____

Chapter/Region _____

Seminar/Exhibit Dates _____

Seminar/Exhibit Location _____

City _____ State _____

Contact _____

Telephone () _____

E-Mail Address _____

Submitted by _____

Title _____ Date _____

Needle Arts Issue

March

June

September

December

Deadline for Receipt at EGA HQ

November 1

February 1

May 1

July 25

Please return to:

The Embroiderers' Guild of America, Inc.
1205 East Washington Street, Suite 117
Louisville, KY 40206

May be submitted by e-mail to: EGAHQ@egausa.org