

THE EMBROIDERERS' GUILD OF AMERICA, INC.
REGION OFFICERS' NOTEBOOK
TABLE OF CONTENTS

Section I	General Information <ul style="list-style-type: none">A. IntroductionB. HistoryC. Guidelines for Effective Board MembershipD. Region Benefits
Section II	Bylaws, Policies and Procedures <ul style="list-style-type: none">A. EGA BylawsB. Rocky Mountain Region Bylaws and AmendmentsC. EGA National Policies and ProceduresD. Rocky Mountain Region Policies and Procedures
Section III	Job Descriptions <ul style="list-style-type: none">A. Region DirectorB. Assistant Region DirectorC. Seminar/Retreat Coordinator DutiesD. SecretaryE.1 TreasurerE.2 Treasurer – Retreat DutiesF.1 Nominating Committee ChairmanF.2 Nominating Committee ChargeG. Outreach ChairmanH. Education ChairmanI. Fund Raising ChairmanJ. Membership/Marketing ChairmanK.1 Directors' Club ChairmanK.2 Directors' Club ChargeL. Newsletter EditorM. Prospectors ChairmanN. HistorianO. Region RepresentativeP. Documents/Bylaws ChairmanQ. Web Liaison
Section IV.	Schedules <ul style="list-style-type: none">A. Where to Send What and to WhomB. When, Who, What, Where and How to Write a Report for the Region
Section V.	Miscellaneous Information <ul style="list-style-type: none">A. How to Host a Region MeetingB. Record KeepingC. LogosD. Saint ClareE. Jody Gergens Scholarship Application FormF. <i>Needle Arts</i> Submission GuidelinesG. Prospectors Exhibit: Guidelines, Regist. Form, Policies & ProceduresH. EGA Website Review Guidelines
Section VI.	Forms (Listed individually on RMR website) <ul style="list-style-type: none">A. Dues Transmittal FormB. Dues Collection ScheduleC. Request for ReimbursementD. Region Director's Request for ReimbursementE. Jody Gergens Memorial Scholarship ApplicationF. Outreach Report FormG. Chapter Officer Reporting FormH. Member ProfileI. Individual Appraisal and Waiver of Appraisal FormsJ. Hands Across the Water & Hands Across America FormsK. Website and Newsletter Release Form