



Embroiderers' Guild of America – Sun Region

Dear Sun Region chapter representative,

Welcome

I would like to welcome all new and continuing region representatives to the Sun Region Board of Directors (BOD). This letter should provide guidelines for maximizing your contributions to your chapter and the region. I hope this information is helpful.

Responsibilities

First and foremost, you are the liaison between your chapter and the Sun Region board. This is a two-way street, so please make the most of that opportunity by actively participating. Attending the two meetings of the BOD per year is the first step. This will enable you to provide information about your chapter's accomplishments and concerns. In turn, you will receive information about national EGA and Sun Region activities, programs, announcements, etc. Your chapter has empowered you to vote on its behalf on certain issues that come before the BOD and you are your chapter's voice in all discussions.

Communication

You will receive ongoing e-mail communications from your RD and other members of the board. Although activities slow down somewhat during the summer months, our involvement in serving our chapters and EGA needs to continue throughout the year. To accomplish this, you are asked to check your e-mail on a regular basis and respond promptly when requested. All e-mail communication should have a subject line that starts with "EGA:"

Sometime in January, you will receive a copy of the region roster, a listing of officers and committee chairs, their address, phone numbers and e-mail. This includes region board members as well as chapter presidents, treasurers, secretaries, newsletter editors, membership chairs and more. Every effort is made to keep this information up to date. Individual changes to this roster will be sent out via e-mail updates throughout the year. To prevent a communication lag at the end of the year, each chapter is asked to designate one individual in your chapter who is responsible for updating the roster chairperson when changes occur. This individual is also asked to provide information on new officers at the time the nominations are announced to your chapter. Please do not wait until elections or installation has occurred. Information about new chairpersons should be reported as soon as it is known.

To conserve ink and paper, you are not required to print a copy of the roster, but to at least file a current copy in your computer for easy access.

Your **notebook** is organized into five sections:

Section I is general information including this letter, your job description, and the region calendar.

Section II is information about Sun Region; a brief history, map of chapters, past directors, and information about the region newsletter.

Section III contains bylaws and policies for national and the region as well as other guidelines.

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Section IV contains forms. **Please do not give your original away when you must use a form, copy it and replace the original in your notebook!**

Section V is your region file, reserved for correspondence, the Sun Region newsletter, region meeting minutes and guidelines for how long to keep records. Eventually, you may want to create a separate notebook for these documents.

Preparing for Meetings

The first correspondence relating to the upcoming meeting is the distribution of the “**calendar**.” This calendar notifies you when you can expect to receive additional information and the deadlines for your reports.

Approximately a week later, you will receive the **Call to Meeting (CTM)**, the official notice of the next meeting, at least 30 days prior to the meeting. A reminder that special reports such as RD’s report from the national board meeting, treasurer’s detailed report, bylaws changes, announcements will be due on the designated date, approximately two weeks after the CTM is sent out. (Note: region representative’s chapter reports are no longer published in the meeting packet.)

By this time, you should have made your hotel reservations and if not, the CTM serves as a reminder. You will find hotel information in preceding newsletters as well as this document. It’s important to call the hotel and advise them that you are with Sun Region EGA, so that you will get the appropriate discount as well as satisfying region’s commitment to fill a group block of rooms. Reservations made via the internet will not be included in our block and if it is not filled, the region will be responsible for paying a penalty.

Your secretary will compile the special reports and announcements into one file, called the board of directors **Meeting Packet**. The meeting packet will be sent out approximately one week prior to the board meetings.

You are expected to review all the information in the packet and bring a copy with you to the board meeting along with your region representative’s notebook. You may be asked to be a “reader” for the minutes of that meeting and should have notes to refer to. If you are a reader, you will receive a *draft* copy of the minutes to review and provide additions or corrections. Complete notes also make it easier for writing your report for your chapter meeting, chapter newsletter article and to answer questions that come up at chapter meetings. The official minutes of the meeting will be e-mailed to you within 30 days of the meeting.

The deadlines to submit your chapter reports to our newsletter editor (Sun News) are March 1, June 1, September 1 and December 1 and should include your chapter’s most recent and upcoming events such as education and outreach programs, exhibits, recruiting efforts. The preferred method of submitting your report is via e-mail to sunnews@sunregionega.org. If you are unable to do so, please refer to your Sun Region Roster for the correct address. You will then need to mail your submission in time to meet the deadline.

What to expect from a board meeting

If you will be attending your first region BOD meeting, here is an idea of what to expect. In the CTM there will be a **tentative agenda** for all sessions, including the executive committee, finance committee, and occasionally special committees such as seminar and marketing. If you are on one or more of the committees, you will be able to plan your weekend accordingly.

Many members arrive on Friday afternoon or evening depending on the amount of travel involved. Some of the board members are on committees that will meet early on Saturday morning. Nearly all members will be at the 11:30 AM luncheon on Saturday. You need to make reservations with the Clip and Mail coupon found in the Call to Meeting or Sun News. After a short break, we move to the meeting room. Near the door will be sign-in sheets – one for voting members (like you) and one for non-voting members and guests. Please take time to sign-in so that the secretary can determine if there is a quorum present at the start of the meeting.

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When you go to your seat (indicated by a name card on the front edge of the table and set out alphabetically by chapter) you should have your copy of the rep's packet out and your rep's notebook within easy reach. You will be asked to turn off your cell phone ringer prior to the start of the meeting.

The meeting will be called to order as close to 1 PM as possible. The agenda is followed with few exceptions. During the roll call reps will be asked to rise, say their name and chapter and introduce any other chapter members who may be present. There will be a short break sometime between 2 and 3 PM and the meetings are usually recessed about 5 PM. We pack a lot of business into that short time, a good reason to take notes. Ways and Means items and other displays are available before the meeting, during the break and after the meeting. If we are to meet in the same room the following morning you may be able to leave your papers, etc., in that room. If the room is to be used by the hotel for another event, please return your place card to our secretary and take your belongings with you.

Dinner is "on your own." At 7 PM Saturday evening our host chapter will present an Educational Program. If there are any supplies needed for this program, they will be listed in the CTM. It's recommended that you always bring your basic stitching supplies. Reps, board members and their guests are expected, though not required, to attend. I encourage you to go; it's a good time to get to know the other reps and have something fun to do after a long day. Your presence also acknowledges the effort the host chapter has put out on our behalf.

Breakfast is also on your own either in the hotel or a nearby coffee shop. Some of the hotels where we meet offer a complimentary breakfast.

Our business meeting re-convenes at 9 AM Sunday morning. We are usually in the same room as the day before. There will be a short break before 11 AM for reps to check out and get their luggage to their car. Some reps request late check out, +/- 1 PM, so they can return to their room to refresh themselves or pack up, etc. The hotels try to be as accommodating as they can but clearly they can't honor all requests. To do so would put too great a burden on their housekeeping staff, so it's best not to depend on it.

On Sunday, unfinished business from Saturday will be taken care of. There usually are special presentations, or forums on a particular topic. Each Region Rep will be asked to report on the number of new members recruited by their chapter and the method used. Some examples are: new member came as a guest of another member, heard about the chapter via advertising, website or Facebook. You will also be encouraged to share general information about your recruiting and retention efforts.

The meeting is generally adjourned by noon.

As your region director, I look forward to working with you and want you to know that your service is greatly appreciated by both your chapter and your region.

Sincerely,

Jenna McClooney
Sun Region Director

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Chapter's Responsibility to the Region

Job Descriptions

These job descriptions relate how the chapter's region representative, president, secretary, treasurer, membership chairman, and newsletter editor interact with members of the Sun Region board of directors. These responsibilities should be reflected in each chapter's policies and procedures.

Region Representative:

The chapter region representative is the important link between the chapter and the region. As such, it is her/his responsibility to keep the region director informed of happenings within her/his chapter and the chapter informed of happenings within the region. Duties are listed below.

Meeting Attendance

1. Serve as chapter's representative at region board of directors' meetings to cast your chapter's vote and voice its opinions. Participate in region meetings, including roll calls, in accordance with the duties listed in the region policies and procedures, Section III. Serve on region committees.
2. As an elected officer of the chapter, attend all chapter board of directors' meetings.
3. Report on region meetings, activities, and news to the chapter board of directors and to the general membership.

Rules and Policies

1. Be very familiar with region and national bylaws and policies.
2. Be aware of region resources and see that appropriate chapter officers have this information.

Communications

1. Read and process all region mailings promptly.
2. Request time at meetings and newsletter space to keep your chapter informed about region issues and activities. Pass on information from the Sun Region newsletter to your chapter and the appropriate people in your chapter.
3. Keep and file all originals, but give copies to appropriate people.
4. Prepare a chapter report to present at region meetings. Copy region secretary and director.
5. Send chapter information to the region newsletter editor. Be aware of deadline dates.
6. Advise chapter members of change of region officers and committee chairmen.
7. Send change of name/address/telephone of pertinent chapter officers to the region director, secretary, and newsletter editor.

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Administration

1. Maintain the *Region Representative's Notebook*. Keep it updated and pass it on to your successor.
2. Train your successor. Pass on the updated *Region Representative's Notebook*.

Chapter President:

1. Be aware of region activities and responsibilities.
2. Be in close communication with the chapter's region representative.
3. Ensure that Chapter Officer's Reporting form is updated as soon as nominations are announced and forwarded to the Sun Roster Chairman and Region Director. As subsequent changes occur, send individual updates to both parties listed above.
4. Ensure that chapter minutes are sent to the region director within 30 days of the meeting. Do not wait for them to be corrected/approved.
5. Ensure that region dues are sent to the region treasurer by the may 3. New member region dues should be sent shortly after joining.
6. Ensure that the annual financial report is sent to national EGA by February 15th.
7. If the region representative cannot attend the region meeting, appoint a member who can attend and send a proxy with her. The proxy form is included in Section IV. Make a copy and save the original.
8. Advise region director of any problems in the chapter; likewise communicate any concerns, need, etc.

Chapter Secretary:

Send copies of board, general and called meeting minutes to the region director within 30 days of meeting. Do not wait for them to be corrected and/or approved.

Chapter Treasurer:

1. Prepare and send a copy of the chapter annual financial report to the region director and to EGA headquarters by February 15 each year.
2. Remit region dues, for each chapter member, to the region treasurer at the same time that EGA dues are paid. The region dues form is included in Section IV.

Chapter Membership Chair:

1. Provide new member chapter membership numbers to the region representative for presentation during roll call at region meetings. Include information about the number of new members and how you found them...

Chapter Newsletter Editor:

Send a copy of the chapter newsletter to region officers, board members, chapter newsletter editors, presidents, and the national newsletter reviewer in accordance with the What-to-Send chart in Section I-C.

Information may be sent electronically where convenient for the sender and the recipient.

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Region Representatives: Qualities, Responsibilities & Preparation Tips

Qualities of Effective Region Representatives

Good communicator, congenial, gregarious, organized, enthusiastic, attention to details, ability to network.

Responsibilities of Region Representatives

Considers the job a real responsibility.
Commits to participate and accepts assignments to chair or participate in region committees.
Attends all region meetings and stays for the entire meeting.
Participates, asks questions, provides information.
Follows directions.
Clearly communicates information (in a timely manner) from the region to their chapter in the form verbal reports at meetings and written reports in chapter newsletters.
Communicates information from the chapter to the region in the form of verbal and written reports in the region newsletter and pre-meeting packets.
Distributes information to the proper individuals within the chapter.
Votes on behalf of the chapter – not individual opinion.
Display written information from region in a public chapter meeting area.
Maintains a positive attitude toward Sun Region and EGA (headquarters).
Enthusiastically promotes region and EGA activities.
Studies and understands guiding documents such as bylaws and Ps & Ps.
Prepares for region meetings by studying call to meeting, pre meeting packet and other forms of communication.
Keeps region representative book up to date.
Uses electronic information: e-mail, opens and prints attachments, reviews internet (EGA and region).
Coordinates and expresses coherent opinions without being aggressive.
Trains replacement and mentors new reps.
Maintains a good rapport with chapter president.
Encourages chapter officers or members to attend region meetings.
Conducts themselves in a business like manner and follows rules of order.
Does not talk or create distractions during meetings.

Preparation Tips – Region Meetings

Take notes and create a “topic list” that includes important items that you will take back to your chapter and present at the next chapter meeting, or include in an upcoming newsletter article.
Prepare to give your report by reviewing meeting materials and notes. Create a list of “talking points” that you will present. Be organized, concise and “to the point.” Review your notes prior to the meeting.
Ask your president for sufficient time on the agenda to present your report.

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WHAT TO SEND – WHO & WHERE

| SEND | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|-----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minutes from all meetings | X | | | | | X | | | | | | | | | | |
| National dues | | | | | | | | | | | X | | | | | |
| Region dues | | | X | | | | | | | | | | | | | |
| Chapter year-end financial report | | | X | | | | | | | | X | | | | | |
| Items for <i>Needle Arts</i> | | | | | | | | | | | X | | | | | |
| Chapter newsletter | X | X | X | X | X | X | X | X | X | X | X | | | X | | X |
| Chapter bylaws updates | X | | | | | | | | | | | X | | | | |
| Nominations – national board | | | | | | | | | | | | | X | | | |
| Officer list (Sun Roster) Updates | X | | | | | | | | | | | | | | X | |
| Items for <i>Sun News</i> | X | | | X | | | | | | | | | | | | |
| Chapter Recruiting Report | | | | | | | | | | | | | | X | | |
| Web corrections – SR area | | | | | | | | X | | | | | | | | |
| Web corrections – EGA directory | X | | | | | | | | | | | | | | | |

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| <ul style="list-style-type: none"> A. Sun Region director B. Sun Region secretary C. Sun Region treasurer D. Sun Region newsletter editor E. EGA national newsletter reviewer F. Sun Region assistant region director G. Sun Region education chair H. Sun Region webmaster I. Sun Region outreach chair | <ul style="list-style-type: none"> J. Sun Region chapters K. Embroiderers’ Guild of America. L. EGA chapter/region bylaws review chair M. EGA national nominating committee chair N. Sun Region membership chair O. Sun Region Roster chair P. Sun Region Marketing chair |
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Note: Consult the Sun Region roster for names and addresses

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You are encouraged to send information electronically whenever possible

SUN REGION ONE-YEAR CALENDAR

| | | |
|-----------------------------|--------------------------|--|
| Monthly | | Chapter minutes of board, general and special meetings and the chapter newsletter to the appropriate people. |
| February | 15 | Annual Chapter Financial Report |
| February/March | As scheduled | Region meeting** |
| March | 01 | Sun Region newsletter deadline |
| June | 01 | Sun Region newsletter deadline |
| September | 01 | Sun Region newsletter deadline |
| September | As scheduled | Region meeting |
| December | 01 | Sun Region newsletter deadline |
| December | As available | Chapter new officers list to region director and Roster Chair. |
| | | |
| Region Meeting Items | 1 week prior to CTM | Meeting Calendar - e-mailed by region secretary |
| | 5 weeks prior to meeting | Call to Meeting – CTM - e-mailed by region secretary |
| | 3 weeks prior to meeting | Special reports due to region secretary |
| | 1 week prior to meeting | Packet e-mailed to board members by region secretary |

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