

SCR Executive Committee Job Descriptions

Communications

1. Shall issue the newsletter every other month and send special announcements as directed by the Region Director.
2. Review chapter newsletters.
3. The email addresses of those individuals who are to receive the issues shall be provided by national.
4. Shall provide electronic copies of *Stitches* to the national board members; the national office, region directors and Communication Directors; all current officers and committee chairmen of the South Central Region, and any EGA committee chairman designated in current national policy.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
7. Passes on to successor permanently kept documents and other items pertaining to the position.
8. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Special Events

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Shall coordinate the planning of all Executive Committee Board meetings:
 - a. Contact Hotel for meeting space
 - b. Arrange block rooms with hotel
 - c. Arrange any food requirements with hotel
 - d. Notify RD and SCR secretary of arrangements
3. Assist SCR seminar committee with region day events during a seminar and any other special events planned and approved by the EC and/or SCR Board of Directors.
4. Shall coordinate the farewell gift for the Region Director.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
7. Passes on to successor permanently kept documents and other items pertaining to the position.
8. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Bylaws

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Acts as liaison between chapters and EGA for bylaw updates.
3. Proposes changes to the regions Bylaws, Policies and Procedures and Standing Rules to Executive Committee and Board.
4. Permanently keeps SCR Bylaws, Policies and Procedures, Standing Rules, and all Executive Committee and Board of Director Job Descriptions.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
7. Passes on to successor permanently kept documents and other items pertaining to the position.
8. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Web Master

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Keep region web page up-to-date as directed by the Region director.
3. Keeps general correspondence; correspondence containing a directive or information on an On-going project until met.
4. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
5. Passes on to successor permanently kept documents and other items pertaining to the position.
6. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Membership

1. Ensure accuracy of chapter membership list at EGA headquarters.
 - a. Shall request SCR Chapter Member list from National
 - b. Distribute each chapter's information to the region representative and president for review.
 - c. Each chapter is to review their information and send corrections and/or updates to the membership chair.
 - d. The membership chair will then work with National to ensure corrections are made.
2. Shall maintain a separate document of Plural Members who live outside the Region. Said list will be provided to the Communication Chair upon request.
3. Shall maintain SCR primary membership count by chapter and reconcile the data National has with the data the SCR Treasurer has.
4. When directed by the Region Director and in cooperation with the Education Chair, shall verify that individuals who register for SCR sponsored education opportunities are members of the Region.
5. Shall assist students identified in #4 above with joining an SCR chapter when required for their education opportunity.
6. Shall keep general correspondence; correspondence containing a directive or information on an on-going project until met.
7. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
8. Shall pass on to successor permanently kept documents and other items pertaining to the position i.e., printout of electronic membership lists, copies of reports, etc.

SCR Executive Committee Job Descriptions

Historian

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Maintains history of South Central Region with relevant documents, photos, newspaper articles, etc. Provides RD and web master an electronic copy of documents.
3. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
4. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
5. Passes on to successor permanently kept documents and other items pertaining to the position.
6. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Outreach

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Compiles Chapter Outreach activities and sends the report to the Communication Chair, SCR board, and EGA National's Outreach Chair on a schedule defined by each Chair or board.
3. Compiles an annual Chapter Outreach activity list and submits to the web master for publication on website for member information.
4. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
5. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
6. Passes on to successor permanently kept documents and other items pertaining to the position.
7. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Ways and Means

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Coordinates fundraising activities on behalf of the region.
3. Maintains an inventory of region items for sale.
4. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
5. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
6. Passes on to successor permanently kept documents and other items pertaining to the position.
7. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Heart and Hand

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Submits recommendations for Heart and Hand Award Criteria to Executive Committee for approval.
3. Upon approval:
 - a. Prepares nomination form and insures nomination forms are sent to all Region Representatives,
 - b. Acknowledges each entry with a follow-up email within 5 calendar days. Chapters are advised that if they do not receive a follow-up email from the Heart and Hand Representative, they should resubmit by email or send by US mail.
 - c. Prepares packets of completed nomination forms for review by the Regional Director, Assistant Regional Director, Secretary and Education no later than the Annual Regional Meeting.
 - d. Prepares certificates for all nominees and has pins ready for winners.
4. Orders replacement pins as necessary
5. Prepares article for newsletter about winners
6. Asks each Heart and Hand winner to optionally fill out an EGA resume. Submits the completed resumes to the National Gold Thread Chairman for consideration for the annual Gold Thread award.
7. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
8. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
9. Passes on to successor permanently kept documents (job description, list of all Heart and Hand Winners, Heart and Hand pins). Keeps nomination forms, articles for newsletter, reports for Executive Committee and Regional Meetings for three years.
10. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Seminar Mentor

1. Shall act as the liaison between the seminar committees and the SCR board to include:
 - a. Be versed in seminar guidelines.
 - b. Be on the hotel inspection team
 - c. Be involved with the teacher selection process.
2. Shall update the seminar guidelines as needed and sent to the webmaster for publication on the SCR website.
3. Shall preside over a monthly conference call with all seminar committee chairs and interested parties.
4. Shall be the primary point of contact for chapters interested in hosting a seminar.
5. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.

SCR Executive Committee Job Descriptions

Region Seminar Chair

1. Upon being elected by the host chapter and approved by the SCR Executive Committee serves on the executive committee (EC) and region board as a voting member and prepares reports.
2. Serves as the liaison between the seminar committee and the region.
3. Keeps the Region Director (RD) and assistant region director (ARD) up-to-date on all aspects of the seminar and its finances.
4. Reports to and directors questions on seminar policy to the Seminar Mentor.
5. Be well-versed in the region seminar policies and assists in updating seminar guidelines, as needed.
6. Serves as ex officio member of all chapter seminar committees and as chairman of the seminar executive committee.
7. Prepares and sends a copy of the final region seminar report, including the complete financial statement, within 120 days of the close of the seminar to the Region Director, ARD, and Region Treasurer.
8. PASS ON TO REGION DIRECTOR no later than 120 days after the close of the seminar:
 - a. Any signed contracts
 - b. Printed copy of seminar brochure and program guide
 - c. Documents pertaining to your position.
9. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
10. Shall prepare and submit a report for any EC board meeting(s) i.e., mid-year or annual meeting.
11. Passes on to successor permanently kept documents and other items pertaining to the position.
12. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Assistant Education – Group Correspondence Course (GCC) Coordinator

(Note: Timeline is under revision 7/2/17)

1. Ascertain which of the EGA National Group Correspondence Courses are of interest to SCR members. This is currently done by individual email vote held in the fall. Each member has 2 votes.
2. Announce and publish the classes having the most interest, currently done by email blast via presidents and region reps as well as through the Region's newsletter.
3. Open Registration. Collect checks and registration forms, keeping a tally, as they are mailed in. Registration is currently open from Jan 1 to March 31 of each year. Any Course that receives 8 registrants will be considered to have enough members to proceed. Announcement of final classes is done thru email blast.
4. After March 31, return all checks for classes that do not receive enough registrants to make.
5. For classes that do make:
 - Request a volunteer from the registrants to serve as Class Coordinator.
 - Finalize enrollment list with all require information.
 - Forward enrollment list to Class Coordinator.
 - Forward enrollment list, national enrollment form and checks to region treasurer.
 - Ensure Class Coordinator has information and forms needed for reimbursement and job responsibilities.
6. Repeat annually.
7. Adapt and change program as the educational needs of the region change.