Position Description	1.03
Date of Enactment	2010
Date last reviewed	August 2020

VICE PRESIDENT FOR EDUCATION

REPORTS TO President

POSITION SUMMARY
The Vice President for Education leads and directs the educational efforts of the organization, assists with the development of new programs and ensures that the organization's mission is being accomplished.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote and support the Bylaws, Policies and Procedures, and Position and Committee Descriptions of ANG
2. Perform duties of President in the President's absence when there is no President Elect
3. Serve as an ex officio member of the following committees:
    1. Judging Certification Program (JCP)
    2. Master Teacher Program (MTP)
    3. Master Needle Artist Program (MNA)
    4. Needlearts Appraisal Program (NAP)
    5. Master Needlepointer Program (MNP)
    6. Exhibit
    7. Seminar Faculty (SFC)* will not participate in consideration of own projects submitted for a seminar
    8. Workshop by Mail (WbM)
    9. CyberWorkshop (CW)
    10. Correspondence Course (CC)
    11. Chapter Project Book (CPB)
    12. Stitch of The Month (SoTM)
    13. Other committees as assigned
4. Serve as a liaison between the Board of Directors and
    1. Exhibit Committee
    2. Distance Learning Coordinator
    3. Certification Programs Coordinator
    4. Seminar Faculty Committee
    5. Other assigned committees and appointees
5. Seminar:
    1. Arrange with committee chairmen within area of responsibility for meetings at Seminar time of year and attend these meetings (can be held at seminar or virtually).
    2. Oversee the work of the Exhibit Committee.
    3. Oversee, or appoint a representative to oversee, the return shipping of all exhibit pieces.
    4. Order awards and ribbons needed for exhibit winners.
    5. Provide list of exhibit winners to Needle Pointers liaison and the local Seminar newsletter editor.
6. Maintain and protect the assets of ANG and its members.

7. Maintain the files of office and transfer these files to successor in accordance with Policy 10.04
8. Attend all regular and called meetings of the Board of Directors of ANG
    1. Board of Directors Meetings
    2. Meetings at Seminar, such as the Annual Membership and Executive Council
    3. Other meetings as requested by the President
9. Prepare and submit the following:
    1. Report to the Board of Directors prior to each Board meeting
    2. Annual Report by deadline for inclusion in *Needle Pointers*

OTHER DUTIES AND RESPONSIBILITIES

1. Financial
    1. Approve expense reports for assigned committees and appointees, and forward to Treasurer for payment per Policy 4.01
    2. Prepare and submit expense reports as needed to the President for approval
    3. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees
    4. Review periodic financial reports.
    5. Order jewelry for the programs under her/his purview.
2. Perform other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Professional or volunteer experience in administration and supervision.
2. Experience in development of new programs and educational opportunities, as well as a willingness to accept changes to improve the organization for the future
    1. Certification in one of the ANG certification programs is preferred, as is a working knowledge of the balance of the educational programs.

Experience in fiduciary responsibilities relating to protecting the assets of the members.

3. Recent service on the ANG Board, the Executive Council, or a National Committee; or as an elected officer of an ANG Chapter
4. Business experience
    1. Able to read a financial statement
    2. Able to read and understand a contract
    3. Able to write/modify a contract
    4. Preparation of Budget/Monitor performance actual vs. budgeted amounts
    5. Knowledge of Expense Reporting
5. Proficient in the use of the computer: email, word processing, database and spreadsheet. Internet access is required.
6. Organization, interpersonal and time management skills.
7. Effective written and oral communication skills.
8. Willingness to review email on a daily basis.
9. Prior attendance at ANG Seminars

GENERAL

1. May teach at ANG Seminar.
2. This position description may be changed by the Board of Directors.
3. Time Commitment: 25-30 hours average per week