Committee Description	2.07.02
Date of Enactment	November 2000
Date last Amended	May 2020

MASTER TEACHER PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

The Master Teacher Program (MTP) Committee shall be a standing committee reporting to the Certification Program Coordinator.

The objectives of the Committee are:

1. To offer a teacher certification program of the highest caliber that encompasses all aspects of the art of needlepoint and which fulfills the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To make recommendations to the Board of Directors for consideration and action.
3. To administer and promote the MTP.

STRUCTURE AND TERM OF OFFICE

1. The MTP Committee shall be composed of the following members:
    - Chairman
    - Vice Chairman
    - Certification Program Coordinator
    - Board liaison, Vice President for Education (VP for Ed)
    - Additional member(s) appointed by the MTP Chairman as needed to administer and promote the program.
2. Appointments of the Chairman and the Vice Chairman will be made at a Board meeting in even years prior to the end of the term of the position. The candidates must be ANG certified teachers. The Chairman Elect will begin at the end of the following national seminar. The two-year term of office will officially begin at the end of the national seminar following the one-year Chairman Elect period. The Chairman Elect may be invited to attend the committee meetings at the seminar before their respective terms of office begin, at the discretion of the Chairman. This position has an additional two-year option/limit.
3. The Board may reappoint a Chairman or Vice Chairman to a second term.
4. At the conclusion of their term in office, the MTP Chairman will transfer all files and records to the new Chairman or the Board Liaison.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Preside at the following meetings held during the annual seminar:
    - MTP Committee to discuss program business and concerns
    - Proctors' meeting to discuss proctor/candidate concerns and recommend actions
2. Correspond with committee members throughout the year
3. Assure committee meeting minutes are taken and are sent to the Vice President for Education within 21 days after the seminar committee meeting
4. Maintains a current list of ANG certified teachers and level of accomplishment
5. Initiate review of program for each level
    - Present proposed updates to the MTP Committee for adoption, then to the Board Liaison for approval by the Board of Directors
    - Keep documents updated
6. Coordinate display of level pieces on the MTP table in the Exhibit with MTP Seminar Activities Chairman
    - Send information and all Exhibit entry forms as indicated
    - Properly display certification level pieces during seminar
7. Make appointments to the MTP Committee to administer and promote the Program, e.g., Secretary/Editor, Program Review, Standards & Ethics, Seminar Activities Chairman, Master/Senior Master Proctor and Educational liaison
8. Review and recommend changes for the Master Teacher Program information and list of ANG Certified Teachers that appear in Needle Pointers
9. Send changes to program documentation to Board Liaison and Secretary
10. Send a written report of items for attention and actions taken to the Certification Coordinator prior to each Board meeting, for Board consideration

The Vice Chairman will:

1. Assume the responsibilities of the Chairman in the event of her/his absence
2. Serve as the Proctor Coordinator, overseeing the proctors and their respective responsibilities
3. Oversee the Proctors meeting at seminar, with the assistance of the chairman
4. Assist the Chairman as requested.

FINANCES

1. Reimbursement will be paid for expenses of telephone, postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the committee. Official ANG check request forms are available from the Treasurer or the Vice President for Education. Requests must be accompanied by attached copies of receipts. Send requests electronically or mail check request forms to the Vice President for Education for approval and payment by the Treasurer.
2. If the VP for Ed requests the Chairman's attendance at meetings at seminar, and if there is money in the budget for that expense, the Chairman may receive travel

expense reimbursements up to $300 per Policy 4.01.

GENERAL

1. Article XII Section 2 of the ANG Bylaws state: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. These criteria and guidelines may be changed by the Board of Directors, or upon recommendation of the MTP Committee with approval from the Board.