Committee Description 2.07.03
Date of Enactment November 2000
Date last amended June 2020

NEEDLE ARTIST PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

The Master Needle Artist Program Committee (MNA) shall be a standing committee reporting to the Certification Program Coordinator.

The objectives of the Committee are:

1. To offer a high caliber creative program for needle artists that challenges their study and research ability as well as their artistic creativity; this encompasses all aspects of the art of needlework and 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 MNA program.

STRUCTURE AND TERM OF OFFICE

1. The MNA Committee shall be composed of the following members:
    - Chairman
    - Vice Chairman
    - Certification Program Coordinator
    - Evaluators (2)
    - Board liaison, Vice President for Education (VP for Ed)
    - Additional member(s) appointed by the MNA Chairman (in consultation with the Vice Chairman and the evaluators) as needed to administer and promote the program as candidates progress through the four phases of the program.
2. Appointments of the Chairman will be made at a Board meeting in even years prior to the end of the term of the position. The two-year term of office will begin at the end of the national seminar. Committee members may also be invited to attend the committee meeting at seminar before their respective terms of office begin, at the discretion of Chairman.
3. The Board may reappoint a Chairman or Vice Chairman to a second term.
4. At the conclusion of their term in office, the outgoing MNA Chairman will transfer all files and records to the new Chairman or the VP for Ed.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Preside at the following meetings held during the annual seminar: MNA Program Committee to discuss program business, initiatives and concerns; and attend the meetings to review candidate/counselor concerns and make related recommendations and decisions.
2. Correspond with MNA committee members throughout the year.
3. Maintain a list of ANG MNAs.
4. Initiate review of program for each of the four phases of the program.
    - Present proposed revisions of the MNA procedures to the MNA Program committee for

adoption, then to the VP for Ed for approval by the Board of Directors.
- Keep documents updated.

5. Make appointments to the MNA Committee and inform the Board of Directors at their spring meeting.
6. Review and recommend changes for the MNA description and the list of ANG MNAs that appear in *Needle Pointers* at the successful completion of the program.
7. 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. Oversee and coordinate the work of the candidates working in the program.
2. Conduct any of the activities of the Chairman, listed above, in his/her absence.

The Evaluators will:

1. Assume responsibilities as directed by the Chairman.
2. Review the work of the candidates through each phase of the program.
3. Assist the Program Chairman and/or Vice-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 VP for Ed. Requests must be accompanied by attached copies of receipts. Send requests electronically or mail check request forms to the VP for Ed for approval and payment by the Treasurer.
2. If the VP for Ed requests the MNA Chairman's attendance at meetings at seminar, and if there is money in the budget for that expense, the Chairman **may** receive travel expense reimbursement 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 MNA Committee with approval from the Board of Directors.