Committee Description	2.07.04
Date of Enactment	November 2000
Date last amended	June 2020

NEEDLEARTS APPRAISAL PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

The Needlearts Appraisal Program (NAP) Committee shall be a standing committee reporting to the Certification Program Coordinator.

The objectives of the Committee are:

1. To offer the highest caliber program for needlework appraisal certification that encompasses all aspects of the art of needlework 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 NAP.

STRUCTURE AND TERM OF OFFICE

1. The NAPCommittee shall be composed of the following members:
    - Chairman
    - Vice Chairman
    - Certification Program Coordinator
    - Board Liaison, Vice President for Education
    - Additional member(s) appointed by the NAP Chairman as needed to administer and promote the program, including counselors who mentor candidates as they progress through the four levels of the program that culminate in certification.
2. Appointments of the Chairman and Vice 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 following 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 the Chairman.
3. The Board may reappoint a Chairman or Vice Chairman to a second term.
4. At the conclusion of their term in office, all files and records will be transferred to the new Chairman or the Vice President for Education (VP for Ed).

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Preside at the following meetings held during the annual seminar. NAP Committee to discuss program business, initiatives and concerns; and attend the Counselors' meeting to

review candidate/counselor concerns and make related recommendations and decisions.
2. Correspond with committee members throughout the year.
3. Maintain a current list of ANG certified needlework appraisers.
4. Initiate review of program for each of the four levels of the program.
    - Present proposed revisions to the NAP procedures to the NAP committee for adoption, then to the VP for Ed for approval by the Board of Directors.
    - Keep documents updated.
5. Make appointments to the NAP Committee and inform the Board of Directors at the following meeting after appointment.
6. Review and recommend changes for the NAP description and list of ANG Certified Needlework Appraisers that appear in the ANG *Needle Pointers*.
7. Send a written report of actions taken and items for Board consideration to the Certification Program Coordinator prior to each Board meeting.

The Vice Chairman will:

1. Assume the responsibilities of the Chairman in the absence of the Chairman.
2. Serve as the coordinator of the counselors and candidates.
3. Preside over the meeting of the counselors with assistance from 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 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 NAP Committee with approval from the Board of Directors.