Committee Description 2.07.05
Date of Enactment April 2016
Date last amended June 2020

MASTER NEEDLEPOINTER PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

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

The objectives of the Committee are:

1. To offer a high caliber program for ANG members that challenges and recognizes their technical ability and expertise. This program 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 program recommendations to the Board of Directors for their consideration and action.
3. To administer and promote the MNP.

STRUCTURE AND TERM OF OFFICE

1. The MNP 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 MNP Chairman (in consultation with the Vice Chairman and the evaluators) as needed to administer and promote the program as candidates progress through the six (6) stages of the program.
2. Appointments of the Chairman will be made at a Board meeting in even years and appointment of one Vice-Chairman will be made at a Board meeting in the odd year. 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 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:
    - MNP Committee to discuss program business, initiatives and concerns;
    - Candidate meetings to review concerns and make related recommendations and decisions.
2. Correspond with MNP committee members throughout the year.
3. Maintain a list of all MNP candidates and graduates.
4. Initiate annual review of the program for each of the six stages.
    - Present proposed revisions of the MNP procedures to the MNP committee for adoption, then to the VP for Ed for approval.

- Keep documents updated.

5. Review and recommend changes for the MNP description.
6. Provide a list of MNP candidates to *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. 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. Copies of receipts must accompany the reports. 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 Chairman's attendance 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 ANG Board of Directors, or upon recommendation of the MNP Committee with approval from the Board of Directors.