Position	2.07
Date of Enactment	May 2010
Date last amended	June 2020

CERTIFICATION PROGRAM COORDINATOR

DEFINITION AND OBJECTIVE

The Certification Program Coordinator shall be a position reporting to the Vice President for Education (VP for Ed).

The objective of the Certification Program Coordinator is to oversee the Certification programs and to assist the VP for Ed.

It is preferred that the Certification Program Coordinator shall be a graduate of at least one of ANG's Certification programs.

STRUCTURE AND TERMS OF OFFICE

1. Coordinator appointment will be made at a Board meeting prior to the end of the term of the Coordinator. Term of office will begin at the end of Seminar in even years.
2. The term of office is for two years, and the individual may be reappointed for one additional term.
3. At the conclusion of their term in office, the Certification Program Coordinator will transfer all files and records to the new Coordinator or the Board Liaison.

RESPONSIBILITIES AND PROCEDURES

1. Promote and support the American Needlepoint Guild, Inc.'s Bylaws, Standing Rules, Policies and Procedures, and Criteria and Guidelines.
2. Serve as a liaison between the VP for Ed and these programs and committees
    - Needlearts Appraisal Program (NAP)
    - Judging Certification Program Committee (JCP)
    - Master Teacher Program Committee (MTP)
    - Master Needle Artist Program (MNA)
    - Master Needlepointer Program (MNP)
    - Any other certification program developed
3. Seminar:
    - Arrange with committee chairmen for meetings of their committees during seminar and attend these meetings.
    - Arrange and conduct meeting of all certifications
    - Arrange with certification chairmen to display certification candidates' work as part of the Exhibit, as appropriate.

4. Financial:
    - Submit personal expense forms to VP for Ed for approval
    - Coordinate and prepare annual budgetary recommendations for area of responsibility and assigned committees and appointees
    - Review periodic financial reports
5. Prepare and submit the following:
    - Submit report to the Board Liaison for the Board of Directors prior to each Board meeting

FINANCES

1. If the VP for Ed requests the Coordinator's attendance at meetings at seminar, and if there is money in the budget for that expense, the Coordinator **may** receive travel expense reimbursement up to $300 per Policy 4.01.

GENERAL

These criteria and guidelines may be changed by the Board of Directors