Criteria & Guidelines	2.08.03
Date of Enactment	May 1999
Date last amended	May 2011
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CYBERWORKSHOP COMMITTEE

DEFINITION AND OBJECTIVE

The CyberWorkshop Committee shall be a standing committee reporting to the Distance Learning Coordinator.

The objectives of the committee are:

1. To uphold the object of ANG as stated in the Bylaws, i.e., "The object of the Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To develop a curriculum of courses that will appeal to all levels of proficiency and will enhance the object of ANG.
3. To provide a quality online distance-learning experience for members.
4. To recruit instructors to submit proposals for CyberWorkshops.
5. To evaluate proposals and recommend CyberWorkshops to the Distance Learning Coordinator.
6. To manage the program in accordance with the instructors' contracts.
7. To make recommendations about the program to the Board for consideration and action.

STRUCTURE AND TERM OF OFFICE

1. The CyberWorkshop Committee shall be composed of the following members:
   - Chairman
   - CyberWorkshop Angel
   - Distance Learning Coordinator (Board Liaison)
2. Committee appointments will be made by the Board in odd-numbered years. Term of office will begin at the end of the Seminar in odd-numbered years. Committee members will be invited to attend the committee meeting at Seminar before their term of office begins. This invitation will not include reimbursement of expenses for attendance at the committee meeting.
3. The term of office for each appointed member to a committee position is two (2) years. All members of the committee serve concurrently.
4. The Board may reappoint a committee member for an additional position term.
5. At the conclusion of the term in office, all files and records will be transferred to the new committee member or the Chairman.

RESPONSIBILITIES AND PROCEDURES

The Chairman:

1. Coordinates all activities of the committee and corresponds with committee members throughout

the year.

2. Participates in a Seminar function to be listed in the Seminar Participant's Handbook with the approval of the Distance Learning Coordinator and the Seminar Coordinator. Attendees should include committee members and CyberWorkshop instructors for the upcoming year should be invited.
3. Coordinates selection of courses:
    - Obtains from the Seminar Faculty Committee the names for potential instructors for new classes
    - Sends information form and guidelines for course proposals to prospective instructors
    - Coordinates dates for pilot stitching of selected courses with the Pilot Stitch Coordinator and the Distance Learning Coordinator to insert appropriate dates in contracts
    - Conducts a selection process among the members of the CyberWorkshop Committee
    - Submits recommended courses to the Distance Learning Coordinator for presentation to the Board of Directors
    - Notifies prospective instructors of acceptance or rejection of proposal(s).
4. Initiates contracts and requests instructor payment:
    - Through the Distance Learning Coordinator, submits proposed contract form for Board approval
    - Sends duplicate unsigned contracts, IRS Form W9, photo release form, and CyberWorkshop Teacher Handbook to instructors of each accepted proposal. The instructor is to complete the items in the contract (kit cost, length of course, etc.), sign the contract and send both copies to the chair, who will make a copy for the program files. The signed photo release also will be returned by the instructor and retained by the chair.
    - Sends both copies of Instructors' signed contracts and W-9 form to the President with stamped addressed envelopes for Instructors.
    - Prepares check request forms for payments to the instructor and forwards to the Treasurer via the Distance Learning Coordinator in accordance with the following schedule:
        - At the close of registration: payment for required and optional kit fees and postage fees established for the course
        - At the close of the class: payment for the teaching fee for each registered student.
5. Arranges for piloting and review of all selected courses through the Correspondence Course Pilot Coordinator and providing feedback to the instructors for incorporation into their directions.
6. Sends reports of activity of all courses, before each Board of Directors meetings, to the Distance Learning Coordinator. All reports shall include the most current enrollment figures for all courses.
7. Markets the CyberWorkshop program, including:
    - Makes announcements to the ANG discussion list when opportunities arise;
    - Edits and submits text describing the CyberWorkshop Program for the *Education Directory, Needle Pointers,* and the Web site including the ANG Web site newsletter; and
    - In collaboration with the Distance Learning Coordinator, coordinates the CyberWorkshop section of the Exhibit at Seminar:
        - Obtains the information needed on the Exhibit forms from the Seminar brochure and obtains this information from contracted instructors well in advance of exhibit deadlines. This task may be accomplished via electronic means.
        - Sends the information from the Part I forms to Exhibit Chairman electronically via the Distance Learning Coordinator.
        - Works with Exhibit Chairman to resolve any problems that arise.
        - Works with the Distance Learning Coordinator to ensure photography of pieces for the Web site and *Needle Pointers*.
8. Monitors all CyberWorkshop pages on the Web site and monitors all CyberWorkshop discussion lists.
9. Answers all inquiries about the program.
10. Coordinates maintenance and regular updates of the CyberWorkshop Teacher Handbook with

other committee members. The handbook will be submitted to the Board of Directors for approval prior to distribution.

11. Receives electronic and other materials from CyberWorkshop instructors per the requirements of each contract.
12. Provides electronic information for each course to the Internet Committee via the Distance Learning Coordinator to post to the ANG Web site.
13. Receive evaluation forms from students, compile the results into one report, forward the report to the instructor and other committee members, and notify the Distance Learning Coordinator in the event a problem arises.
14. Approves committee expense reports and forwards to the Distance Learning Coordinator within one week of receipt.

The CyberWorkshop Angel will:

1. Coordinate maintenance and updating of the Angel Handbook with other committee members. The handbook will be submitted to the BOD for approval prior to distribution.
2. Establish the Yahoo! list for each of the classes:
    - Serve for duration of the class, beginning before registration when all the Web pages and procedures are tested and ending when all closing activities for the class is completed
    - Posting the opening and closing registration notices and other information for the course on the ANG Discussion List
    - Perform the duties as described in the CyberWorkshop Angel's job description
3. Maintain an active course file for the duration of the course. Files will be retained for six months after completion of the class. All files shall be maintained in electronic format if possible.
4. All enrollments are processed through the Association Management Company (AMC) who :
    - Receive the registrations and class fees from the members
    - Confirm membership status of registrants
    - Report payments received to the Treasurer
    - Send the total updated list of registrants to the chairman, CyberWorkshop Angel, Board liaison, and teacher for the course weekly.
5. Work with other committee members to design course evaluation forms.
6. Monitor all CyberWorkshop discussion lists.

Commented [Joyce Pug1]: Is there a job description for the Angel?

FINANCES

- 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 forms are available from the Treasurer or the Distance Learning Coordinator. Reimbursement requests must be accompanied with receipts. Mail reimbursement request forms to the Distance Learning Coordinator via the committee chairman for approval and payment by the ANG Treasurer.

- Travel expenses up to $300 will be reimbursed for the chairman to attend meetings at Seminar per Policy 4.03. There will be no other reimbursement for airfare, lodging, or per diem (PITs).

GENERAL

- 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.

- These criteria and guidelines may be changed by the Board of Directors or upon recommendation of the CyberWorkshop Committee or Distance Learning Coordinator with approval from the Board of Directors.

Approved at Board of Directors meeting, May 1999
Amended at the Board of Directors meeting, March, 2003
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