WORKSHOP BY MAIL COMMITTEE

DEFINITION AND OBJECTIVES

The ANG Workshop by Mail Chairman shall be a standing committee reporting to the Distance Learning Coordinator.

The objectives of the committee are:

1. To uphold the objectives 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 plan, market and implement the ANG Workshop by Mail program for ANG members and non-members.
3. To provide a quality educational experience that can be enjoyed without having to meet deadlines and without having to use the Internet or a computer.
4. To support the objectives of ANG.

STRUCTURE AND TERM OF OFFICE

The Workshop by Mail Committee shall be composed of the following positions:

1. Chairman/Registrar
2. Distance Learning Coordinator
3. Vice President for Education (Board Liaison)

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. Future Chairmen are invited to attend the committee meeting at Seminar before their term of office begins, however this will not include reimbursement of expenses for attendance at Seminar.

The term of office for appointed members of the committee is two (2) years. All members of the committee serve concurrently.

The Board may reappoint a committee member for a second term.

At the conclusion of the term in office, files and records will be transferred to the new Chairman or the Distance Learning Coordinator.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Send information and guidelines for Workshop by Mail project proposals to prospective designers.
2. Forward proposals received to the committee for selection and have selection process completed for recommendation by the Board Liaison for project(s) selection by the Board in odd-numbered years.
3. Notify prospective designers of acceptance or rejection of proposal(s).
4. Issue contract(s):
5. Submit proposed contract form for Board approval via the DES

6. Send duplicate unsigned contracts to selected instructors with IRS Form W9, photo release form, and other pertinent information to each accepted designer
7. Receive returned signed contract, IRS Form W9 and photo release no later than four (4) weeks after the postmark date of the contract – the chairman will make a copy of the contract and retain the signed photo release form.
8. Forward signed contracts and IRS Form W9 to the President, who will sign and return one copy to the teacher and one copy to the Treasurer
9. Work with the selected designer(s) to ensure that the instructions enable students to work the project(s) independently at the level designated by the designer. Arrange 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. Obtain instructions in electronic format.
10. Arrange for display of the project(s) in the Seminar Exhibit and work with Distance Learning Coordinator and Board Liaison (VPEd) to ensure photography of the project(s) at the Exhibit.
11. Market the Workshop by Mail project(s), including but not limited to:
12. Providing written material to the Distance Learning Coordinator for inclusion in the *Needle Pointers* magazine
13. Providing written material to the Internet Committee for inclusion on the Web site
14. Providing written material for inclusion in the ANG Web e-newsletter
15. Posting regular messages about the program to the ANG Discussion List.
16. Obtain printing bids and submit for approval to the Distance Learning Coordinator for reproduction of WbM instructions. Arranged for printing of the project.
17. Coordinate with the pin designer and Distance Learning Coordinator for the commemorative pin to be produced and accept the pins for inclusion with mailings of the project.
18. Receive weekly reports on total enrollment for receipts from the Association Management Company (AMC) and send instructions to paid registrants.
19. Send a written report of committee activities and items for Board consideration to the Distance Learning Coordinator a month prior to each Board meeting.
20. Prepare a draft budget for the Workshop by Mail program and submit to the Distance Learning Coordinator in January of each year.

FINANCES

1. Reimbursement will be paid for administrative expenses incurred up to the budgeted amount for the business of the committee. Official ANG forms are available from the Treasurer or the Board liaison. Reports must be accompanied by attached copies of the receipts. Mail check request forms to the Board liaison for approval by the Treasurer.
2. Travel expenses up to $300 will be reimbursed for the Chairman to attend meetings at Seminar per policy 4.03.
3. There will be no other reimbursements.

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 ANG Workshop by Mail Chairman with approval from the Board of Directors.

Approved at the Board of Directors meeting, May 2000
Revised at the Board of Directors meeting, June 2003
Revised at the Board of Directors meeting, February 2006
Revised at the Board of Directors meeting February 2007
Amended at Board of Directors meeting February 2009
Amended at Board of Directors meeting May 2011