Committee Description	2.08.05
Date of Enactment	January 2019
Date Last Reviewed	January 2019

STITCH OF THE MONTH COMMITTEE

DEFINITION

The Stitch of the Month Committee shall be a standing committee reporting to the Distance Learning Coordinator.

OBJECTIVE

These are the objectives of the committee:

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 Stitch of the Month program for ANG members and non-members.
3. To provide a quality educational experience that can be enjoyed via direct download from the ANG website, with no registration and no time limit.
4. To allow for unique offerings that are not traditional projects – for example, mystery projects where the final design is not revealed at the beginning; experimental exercises with stitches and/or threads; lessons in a technique that advance throughout the year; and traditional projects, presented in monthly installments.
5. To support the objectives of ANG.

STRUCTURE AND TERM OF OFFICE

1. The Stitch of the Month Committee shall be composed of the following positions:
    - Chairman
    - Distance Learning Coordinator
    - Vice President for Education (Board Liaison)
2. The Board will make Committee appointments 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.
3. The term of office for appointed members of the committee is two years. All members of the committee serve concurrently.
4. The Board may reappoint a committee member for a second term.
5. At the conclusion of the term in office, the retiring member will transfer files and records to the new Chairman or the Distance Learning Coordinator.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Send information and guidelines for Stitch of the Month proposals to prospective designer(s).
2. Receive committee approval of the designer and proposed program.

3. Work with the selected designer(s) to ensure that the instructions enable stitchers of all levels to follow the program independently. Arrange for piloting and review of the instructions and provide feedback to the designer(s) for incorporation into their directions.
4. Obtain instructions in electronic format, either fully formatted for Stitch of the Month or with separate text and graphics. Reformat the separate files into a consistent Stitch of the Month format.
5. Upload the Stitch of the Month downloadable installment to the website on the first of each month.
6. Arrange for a representative display in the Seminar.
7. Market the Stitch of the Month program, including but not limited to:
    - Providing written material to the Distance Learning Coordinator for inclusion in the *Needle Pointers* magazine
    - Providing written material to the Internet Committee for inclusion on the Web site
    - Providing written material for inclusion in the ANG Web e-newsletter
    - Posting regular messages about the program to the ANG Discussion List.
8. Send a written report of committee activities and items for Board consideration to the Distance Learning Coordinator a month prior to each Board meeting.

FINANCES

1. ANG will reimburse 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 4.01.
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 Stitch of the Month Chairman with approval from the Board of Directors.