Position Description	2.08
Date of Enactment	July 2000
Date last amended	May 2011
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DISTANCE LEARNING COORDINATOR

DEFINITION AND OBJECTIVE

The Distance Learning Coordinator shall be a position reporting to the Vice President for Education.
The objective of the Distance Learning Coordinator is to oversee the Distance Learning programs and assist the VP for Ed.

STRUCTURE AND TERMS OF OFFICE

1. Coordinator appointment will be made on or before the spring Board meeting. Term of office will begin at the end of Seminar.
2. The term of office is for two years, and the individual may be reappointed for one additional term.

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 liaison between the VP for Education
    - Chapter Project Book
    - Correspondence Course Committee
    - CyberWorkshop Committee
    - Workshop by Mail Committee
    - Future Programs
3. Internet:
    - When a new Education Directory has been prepared, report changes and subsequent revisions from previous directory to the chairman of the Internet Committee
4. Seminar:
    - Arrange with Educational Services committee chairmen for meetings to be held during Seminar and attend these meetings
    - Arrange for display of Chapter Project Book, Correspondence Courses, CyberWorkshops, and Workshops by Mail as part of the Exhibit and Teacher Showcase.
5. Chapter Project Book
    - Submit for approval by board at seminar the selected projects in even numbered years
    - Assure the production
6. Financial:
    - Approve expense reports for assigned committees and appointees and forward to VP for Ed the Check Requests per Policy 4.06
    - Submit personal expense forms to VP for Ed for approval
    - Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees
    - Assist with solicitation for projects
    - Review periodic financial reports
7. Prepare and submit the following:

- Education Directory in even numbered calendar years
- Report to the Board of Directors prior to each Board meeting
- Annual Report by May 1

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. Two (2) days Per Diem as per Policy 4.02.

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 Correspondence Course Selection Committee with approval from the Board.

Approved at the Board of Directors meeting May 2011