Position Description 2.01
Date of Enactment May 1998
Date last reviewed February 2018
Date last updated September 2024

AREA REPRESENTATIVE

DEFINITION AND OBJECTIVE

An Area Representative is appointed by the membership of each designated geographic area. Each Area Representative reports to the Vice President for Membership.

The objectives of the Area Representative within each geographic area are

1. To act as an ambassador for ANG helping to fulfill 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 serve as a liaison between potential members, members, chapters, and the Board of Directors.
3. To provide assistance with management of chapters through regular communication and correspondence with chapter officers and members.
4. To assist with the development and formation of new chapters.
5. To refer members at large to chapters in their respective areas upon request.
6. To coordinate special activities within the area.
7. To provide additional services to the membership as requested.

STRUCTURE AND TERM OF OFFICE

1. The appointment of the Area Representatives will take place as a part of the general elections.
2. The term of office shall be two years, starting on May 1 of the appointment year, with the following rotation:
    1. Odd-year appointments: Southeastern, North Central, and South Central Area Representatives
    2. Even-year appointments: Eastern and Western Area Representatives
3. An Area Representative may be re-appointed for up to three terms.
4. At the conclusion of the term in office, all files and records will be transferred to the new Area Representative or to the Vice President for Membership.
5. To serve as an Area Representative, an individual must have:
    1. Communication skills
    2. Computer skills including familiarity with Excel, various electronic storage devices, and website navigation
    3. Daily e-mail access
    4. Prior attendance at a minimum of one ANG Seminar.

RESPONSIBILITIES AND PROCEDURES

The Area Representative in each geographic area will

1. Maintain area records, chapter files, and correspondence records as detailed in the Area Representative's Manual.
2. Work with the Bylaws Chairman and the Vice President for Membership to establish and maintain compliance by all chapters with the criteria for chapters in good standing outlined in Policy 2.05.
3. Acknowledge all Chapter Annual Reports and follow the procedures outlined in Policy 2.05 for

chapters that are delinquent in filing such reports.

4. Provide resource information and assist chapter officers, members-at-large, and potential members with questions as detailed in the Area Representative's Manual.
5. Assist groups in the formation of chapters with regular communication and support as needed.
6. Register for and attend the Seminar and carry out the responsibilities detailed in the Area Representative's Manual, including:
    1. Attendance at designated Board meetings and/or Executive Council meetings, First-Timers Reception, banquets, and other meetings as designated by the Vice President for Membership
    2. Arranging to meet with area members and chapter officers as needed
    3. Assist with the Silent Auction and wherever needed throughout the Seminar.
    4. Failure to attend the Seminar without reasonable cause may result in removal from office.
5. Initiate, coordinate or oversee any special activities and events in the area, e.g. area wide classes or stitch-ins.
6. Assist with additional functions, such as national projects, as requested by the Board.
7. Submit a written quarterly report of action taken and items for Board consideration the first week in February, April, July, and November

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 Vice President of Finance or the Vice President for Membership. Reports must be accompanied by attached receipts. Email check request forms to the Vice President for Membership for approval and payment by the Vice President of Finance.
2. Travel, lodging, and per diem to Seminar will be reimbursed per Policy 4.01 for the number of days determined by the Board of Directors if the Area Representative fulfills all Seminar duties specified in these criteria. Reimbursement for other approved meetings will be designated by the Board of Directors.
3. With the approval of the VP for Membership, Area Representatives may choose to take up to two days of classes, with the understanding that they will be available to attend work or required meetings before and after class, during lunch and may also be pulled out of class, if needed. Members will be expected to register and pay for the appropriate class package and kit fees. Any Area Representative taking a class will not be paid Per Diem (PITs) for the total number of class days taken and will not be reimbursed for lodging for the total number of class days taken.
4. There will be no other reimbursements.

GENERAL

This Position Description may be changed by the Board of Directors or upon recommendation to the Vice President of Membership by the Area Representatives with approval from the Board.

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