

SCR Executive Committee Job Descriptions

Bylaws

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Acts as the liaison between chapters and EGA for bylaw updates.
3. Proposes changes to the Region's Bylaws, Policies and Procedures, and Standing Rules to Executive Committee and Board.
4. Permanently keeps SCR Bylaws, Policies and Procedures, Standing Rules, and all SCR Officer and Executive Committee Job Descriptions.
5. Sends current Bylaws, Policies and Procedures, Standing Rules, and all SCR Officer and Executive Committee Job Descriptions to the Web Master for publication on the SCR website.
6. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
7. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
8. Passes on to successor permanently kept documents and other items pertaining to the position.
9. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Communications

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Issues the newsletter 6 times a year, preferably in the odd months, and sends special announcements as directed by the Region Director.
3. Reviews all received chapter newsletters and the national EGA website.
4. Requests all South Central Region member information from national, with a cc to the Region Director and Region Membership Chair prior to each newsletter being sent.
5. Provides electronic copies of *Stitches* to the national board members; the national office, Region Directors and Communication Directors; all current officers and committee chairs of the South Central Region; and any EGA committee chair designated in current national policy.
6. Keeps general correspondence; correspondence contain a directive or information on an on-going project until met.
7. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
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SCR Executive Committee Job Descriptions

Assistant Education – Group Correspondence Course (GCC) Coordinator

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Ascertain which of the EGA National Group Correspondence Courses are of interest to SCR members.
3. Announce the selected classes at each Mid-year meeting and publish by email blast to presidents and regions reps, and through the Region's newsletter.
4. Open Registration. Collect checks and registration forms, keeping a tally, as they are mailed in. Registration is currently tailored around the region meetings of each year, opening at the Mid-year meeting and closing 2 weeks after the annual Seminar.
5. Any course that receives 5 registrants will be considered to have enough members to proceed. Announcement of final selection can be made at seminar or via the region newsletter.
6. At the end of registration, return all checks for classes that do not receive enough registrants.
7. For classes that do make:
 - a. Request a volunteer from the registrants to serve as class coordinator.
 - b. Finalize enrollment roster with all required information.
 - c. Forward enrollment roster to class coordinator.
 - d. Forward enrollment roster, national enrollment form and checks to Region Treasurer.
 - e. Ensure class coordinator has information and forms needed for reimbursement and job responsibilities.
8. Intervene only if/when external issues arise, such as late fees collection, bad address, etc.
9. Adapt and change program as the educational needs of the region change.
10. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
11. Prepares and submits a report for any EC board meeting(s) i.e., fall, -year or annual meeting.
12. Passes on to successor permanently kept documents and other items pertaining to the position.
13. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Group Correspondence Course (GCC) Class Coordinator

1. Once the classes have been determined, a volunteer from each group/class is selected to be the Class Coordinator.
2. Acts as liaison between the students and the teacher streamlining communication and text distribution.
3. Responsibilities:
 - a. Receives the texts sent from the teacher, as submitted by the GCC Region Coordinator to Region Treasurer.
 - b. Distributes the texts to the students using the roster supplied by the GCC Region Coordinator. This may be done by mail or in person, at the Class Coordinator's convenience.
 - c. Checks in with the group regularly (monthly is recommended) to monitor progress and/or problems.
 - d. Since these groups work independently with no formal classes, the Class Coordinator should make an effort to keep the class on a schedule to meet the teacher's due date.
 - e. If it becomes apparent that the majority of the group will not finish within the initial deadline, the Class Coordinator may send a request to the teacher to extend the due date and notify the group of the answer.
 - f. Questions from students may arise during the course of the class. To expedite communication, all questions should be sent to the Class Coordinator first. The Class Coordinator will send the questions to the teacher, then copy the whole group with the answer.
 - g. Approximately 30-45 days before the due date, the Class Coordinator should call for wrap up and shipping. The students should pack pieces appropriately with identification attached and ship to the Class Coordinator.
 - h. Gathers all submitted pieces, packages appropriately, and ships (insured) to the teacher for evaluation.
 - i. After evaluation, the teacher ships pieces back to the Class Coordinator.
 - j. Upon receipt, ships/gives pieces back to students.
4. As this group/class may encompass students region-wide, all communication is expected to be done by email unless other arrangements are made with the Class Coordinator.
5. For this service, the Class Coordinator is eligible to be reimbursed by the region for their class text fee and all shipping expenses. Text fee and initial shipping expenses may be requested after the tests are initially shipped to the students, via region reimbursement form. All other expenses can be requested after the completed pieces are returned to the students.

SCR Executive Committee Job Descriptions

Heart and Hand

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Submits recommendations for Heart and Hand Award criteria to Executive Committee for approval.
3. Upon approval:
 - a. Prepares nomination form and insures nomination forms are sent to all Region Representatives.
 - b. Acknowledges each entry with a follow-up email within 5 calendar days. Chapters are advised that if they do not receive a follow-up email from the Heart and Hand Chair, they should resubmit by email or send by US mail.
 - c. Prepares packets of completed nomination forms for review by the Regional Director, Assistant Regional Director, Secretary, and Education Coordinator no later than the annual regional meeting.
 - d. Prepares certificates for all nominees and has pins ready for winners.
4. Orders replacement pins as necessary.
5. Prepares article for newsletter about winners.
6. Askes each Heart and Hand winner to optionally fill out an EGA resume. Submits the completed resumes to the national Gold Thread Chair for consideration for the annual Gold Thread Award.
7. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met
8. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
9. Passes on to successor permanently kept documents and other items pertaining to the position.
10. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Historian

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Maintains history of South Central Region with relevant documents, photos, newspaper articles, etc.
3. Scans all historical documents. Provides RD and Web Master an electronic copy of documents.
4. Receives the Secretary's records from the prior 8th and 9th year to be scanned and shredded.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
7. Passes on to successor permanently kept documents and other items pertaining to the position.
8. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Membership

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Ensure accuracy of chapter membership list at EGA headquarters.
 - a. Shall request SCR chapter member list from National
 - b. Distribute each chapter's information to the Region Representative and President for review.
 - c. Each chapter is to review their information and send corrections and/or updates to the Membership Chair.
 - d. The Membership Chair will then work with National to ensure corrections are made.
3. Maintains a separate document of plural members who live outside the region. Said list will be provided to the Communication Chair upon request.
4. Maintains SCR primary membership count by chapter and reconciles the data National has with the data the SCR Treasurer has.
5. When directed by the Region Director and in cooperation with the Education Coordinator, shall verify that individuals who register for SCR sponsored education opportunities are members of the Region.
6. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
7. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
8. Passes on to successor permanently kept documents and other items pertaining to the position.
9. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Outreach

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Compiles chapter outreach activities and sends the report to the Communication Chair, SCR board, and EGA National's Outreach Chair on a schedule defined by each Chair or board.
3. Compiles an annual Chapter Outreach activity list and submits to the Web Master for publication on website for member information.
4. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
5. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
6. Passes on to successor permanently kept documents and other items pertaining to the position.
7. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Region Seminar Chair

1. Upon being elected by the host chapter and approved by the SCR Executive Committee serves on the executive committee (EC) and region board as a voting member and prepares reports.
2. Serves as the liaison between the seminar committee and the region.
3. Keeps the Region Director and Assistant Region Director up-to-date on all aspects of the seminar and its finances.
4. Reports to and directs questions on seminar policy to the Seminar Mentor.
5. Be well-versed in the region seminar policies and assists in updating seminar guidelines, as needed.
6. Serves as ex officio member of all chapter seminar committees and as chairman of the seminar executive committee.
7. Prepares and sends a copy of the final region seminar report, including the complete financial statement, within 120 days of the close of the seminar to the Region Director, Assistant Region Director, and Region Treasurer.
8. PASS ON TO REGION DIRECTOR no later than 120 after the close pf the seminar:
 - a. Any signed contracts
 - b. Printed copy of seminar brochure and program guide
 - c. Documents to your position
9. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
10. Prepares and submits a report for any EC board meeting(s) i.e., fall, -year or annual meeting.
11. Passes on to successor permanently kept documents and other items pertaining to the position.
12. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Seminar Mentor

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Acts as the liaison between the seminar committees and the SCR board to include:
 - a. Be versed in seminar guidelines.
 - b. Be on the hotel inspection team.
 - c. Be involved with the teacher selection process.
3. Updates the seminar guidelines as needed and sends to the Web Master for publication on the SCR website.
4. Presides over a monthly conference call with all seminar committee chairs and interested parties.
5. Shall be the primary point of contact for chapters interested in hosting a seminar.
6. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
7. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
8. Passes on to successor permanently kept documents and other items pertaining to the position.
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SCR Executive Committee Job Descriptions

Special Events

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Shall coordinate the planning of all Executive Committee board meetings:
 - a. Contact hotel for meeting space.
 - b. Arrange block rooms with hotel.
 - c. Arrange any food requirements with hotel.
 - d. Notify RD and SCR secretary of arrangements.
3. Assist SCR seminar committee with region day events during a seminar and any other special events planned and approved by the EC and/or SCR Board of Directors.
4. Shall coordinate the farewell gift for the Region Director
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
7. Passes on to successor permanently kept documents and other items pertaining to the position.
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SCR Executive Committee Job Descriptions

Way and Means

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Coordinates fundraising activities on behalf of the Region.
3. Maintains an inventory of region items for sale.
4. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
5. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
6. Passes on to successor permanently kept documents and other items pertaining to the position.
7. Performs all other duties as assigned.

SCR Executive Committee Job Descriptions

Web Master

1. Is appointed by the Region Director and serves on the executive committee and region board as a voting member.
2. Keep region web page up-to-date as directed by the Region Director.
3. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
4. Prepares and submits a report for any EC board meeting(s) i.e., fall, mid-year or annual meeting.
5. Passes on to successor permanently kept documents and other items pertaining to the position.
6. Performs all other duties as assigned.