



Committee Description	2.02
Date of Enactment	March 2004
Date last amended	June 2019

***Needle Pointers* COMMITTEE**

DEFINITION AND OBJECTIVE

The objectives of the *Needle Pointers (NP)* Committee are these:

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 work with the ANG Board of Directors (BOD) to set a vision for the magazine that is consistent with ANG's mission and that serves the needs and interests of the membership
3. To work closely with the printer to ensure a quality magazine is printed and made available to members via mail and on ANG’s website

STRUCTURE AND TERM OF OFFICE

The committee shall be composed of the following positions:

1. Editor
2. Assistant Editor
3. Managing Editor
4. Other members for design production including: Photography, Project Diagrams, Stylebook, or other as needed.
5. Board Liaison

Committee appointments shall be at the discretion of the BOD. Terms of office shall be two years.

1. Editor - at the end of Seminar in even numbered years or when a vacancy occurs. The Editor will report to the *NP* Board Liaison.
2. Assistant Editor - at the end of Seminar in odd numbered years or when a vacancy occurs. The Assistant Editor reports to the Editor.
3. Managing Editor - this is a contract position. The Managing Editor reports to the Editor
4. Committee members - half at the end of Seminar in odd numbered years; half at the end of Seminar in even numbered years; or when a vacancy occurs. The Committee members report to the Editor.

At the conclusion of the term of office, all files and records will be transferred to the new *NP* Editor or to the President of ANG

RESPONSIBILITIES AND PROCEDURES

The *NP* Editor will

1. Work with the *NP* committee members to identify and solicit appropriate resources for materials, articles and projects at all proficiency levels in support of the publishing timelines. A file of such items will be maintained to draw upon for future issues
2. Supply this information to the Managing Editor within the schedule and in the format requested
3. Oversee the establishment of requirements and procedures that will assure a smooth process for magazine production and ensure that the Board Liaison is properly informed of these.
4. Coordinate work of contributors (writers, diagrammers, stitchers, and photographers) to bring articles and projects to completion.
5. Oversee proofing and editing by committee members for needlepoint information and terms prior to submission to the Managing Editor.
6. Work with the Managing Editor to determine space requirements as they relate to specific needs of ANG and selected articles and projects.
7. Send a written status report and items for Board consideration to the Board Liaison on a monthly basis. The report will include a summary of articles and projects acquired for upcoming issues.
8. Attend, along with a *NP* Committee member, one needlepoint wholesale market per year to obtain items to be reviewed or otherwise included in the magazine (e.g., painted canvases, books, tools, threads).
9. Attend Seminar to develop writeups for award winners for Needle pointers and to look for potential projects and articles.

The *NP* Assistant Editor will

1. Coordinate author submissions for news-related columns in the magazine
2. Work with the Editor to ensure that all magazine content is developed, proofed, and provided to the Managing Editor in accordance with the magazine schedule
3. Be responsible for content development and editing in areas as assigned by the Editor
4. Attend one needlepoint wholesale market per year to obtain items to be reviewed or otherwise included in the magazine (e.g., painted canvases, books, tools, threads)

The *NP* Managing Editor will

1. Working with the magazine content provided by the Editor, oversee the design of each magazine issue
2. After the design stage, forward electronic files of specific sections to contributors for review. The Editor, Board Liaison, and proof readers selected by the Editor will review the entire issue
3. Work with the Printer to have each issue printed and mailed to members
4. Upload a digital edition of the magazine to the website

The remaining *NP* committee members will

1. Perform the duties of their various positions to further the growth of the magazine as directed by the Editor.
2. Committee members shall report to the Editor.

FINANCES

1. ANG will reimburse the Editor and/or Committee members for expenses including telephone, postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the position by submitting official ANG forms. Expense reports must be accompanied by attached copies of receipts and sent to the designated Board Liaison for approval.
2. The Editor will be reimbursed for travel up to \$300 to Seminar, five nights' lodging at ½ the double room rate and five days per Diem (PITs) for business conducted in conjunction with the magazine per Policy 4.01.
3. Reimbursement for attendance at a national market may be allowed once per year for two designated members of the committee. Reimbursement will include travel and up to three days' lodging at the single room rate and up to three days' per diem (PITs).
4. Reimbursement may be made to three committee members for travel expenses up to \$300 each to attend Seminar to meet with contributors, photograph projects, or otherwise conduct the business of NP as directed by the Editor.

GENERAL

This committee description may be changed by the Board of Directors or upon recommendation of the *NP* Editor with approval from the Board of Directors.