



Committee Description	2.05
Date of Enactment	September 1998
Date last amended	October 2018

TECHNOLOGY COMMITTEE

DEFINITION AND OBJECTIVE

The Technology Committee shall be a standing committee reporting to the designated Board liaison.

These are the objectives of the Committee:

1. To evaluate ANG technology activities for consistency with the object 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 focus on attracting potential new members and attracting current members to the site.
3. To investigate new technologies for ANG's use
4. To develop short-term and long-term goals for the ANG Association Management System (AMS) and the organization's use of social media.
5. To develop a plan for implementation of the desired goals.
6. To make recommendations to the Board of Directors for consideration and action.

STRUCTURE AND TERM OF OFFICE

1. The Technology Committee shall be composed of the following members:
 - Chairman
 - Social Media Coordinator
 - Executive Director
 - Board liaison
 - Four Ambassadors, preferably from different ANG areas
2. Committee appointments will be made at the first Board meeting of the fiscal year. Term of office will begin at the end of the national Seminar. Committee members may also be invited to attend the committee meeting at Seminar before their respective terms of office begin.
3. The term of office for appointed members of the Committee is two years, with the following rotation:
 - Even-year appointments: Two Ambassadors
 - Odd-year appointments: Chairman plus the other two Ambassadors
4. The Board may reappoint a committee member for a second term. There is a limit of two consecutive terms as a member of the committee, but then a member may serve two additional terms as the committee chairman
5. At the conclusion of the term in office, all files and records will be transferred to the new Chairman or to the designated Board liaison.

RESPONSIBILITIES AND PROCEDURES

The Chairman will

1. Preside at committee meetings
2. Correspond with committee members throughout the year
3. Review suggestions from Board and Executive Council members for possible inclusion of materials on the website and/or on social media
4. Make or delegate the making of all changes to the website
5. Work with the Board liaison and other responsible Board members to prepare material for new areas of the website Secure Board Liaison approval for all significant changes to the web site, such as new sections under the major menu items and new programs (e.g., Beginner's Corner, Kid's Programs).
6. Send a written report of committee action taken, and items for Board consideration to the Board liaison monthly.

The Ambassadors will perform the following tasks:

1. Copy edit on line media materials to provide a consistent look and feel
2. Update website material as required, such as Chapter information, upcoming distance learning projects, new events
3. Assist members in their use of Social Link, answering questions and developing posts that engage our members
4. Create ideas and materials for new website areas

The Social Media Coordinator posts ANG developed material to all social media channels and provides social media statistics to the committee

The Committee members will assist the Chairman in other areas as directed.

FINANCES

1. ANG will reimburse the committee members 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. Check requests must be accompanied by attached copies of the receipts.
2. The Chairman will be reimbursed for Travel expenses up to \$300 to attend Seminar; there will be no other reimbursements.

GENERAL

1. Article XII, Section 2 of the ANG Bylaws states: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. This committee description may be changed by the Board of Directors or upon recommendation of the Internet Committee with approval from the Board of Directors.