



Committee Description	2.07.03
Date of Enactment	November 2000
Date last amended	May 2011
Page	1 of 2

NEEDLE ARTIST PROGRAM COMMITTEE

DEFINITION AND OBJECTIVE

The Needle Artist Program Committee (MNA) shall be a standing committee reporting to the Certification Program Coordinator.

The objectives of the Committee are:

1. To offer a high caliber creative program for needle artists that challenges their study and research ability as well as their artistic creativity; this encompasses all aspects of the art of needlework and fulfills 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 (needlework)."
2. To make recommendations to the Board of Directors for consideration and action.
3. To administer and promote the Master Needle Artist program.

STRUCTURE AND TERM OF OFFICE

1. The Master Needle Artist Program Committee shall be composed of the following members:
 - Chairman
 - Vice Chairman
 - Certification Program Coordinator
 - Evaluators (2)
 - Board liaison, Vice President for Education
 - Additional members appointed by the MNA Chairman (in consultation with the Vice Chairman and the evaluators) as needed to administer and promote the program as candidates progress through the four (4) phases of the program.
2. Appointments of the Chairman and one (1) Evaluator will be made at the spring Board meeting in even years; and appointment of one (1) Vice-Chairman and one (1) Evaluator will be made at the spring Board meeting in the odd year. The two-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, at the discretion of Chairman.
3. The Board may reappoint a Chairman or Vice Chairman or Evaluator to a second term.
4. At the conclusion of their term in office, all files and records will be transferred to the new Chairman or the Vice President for Education.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Preside at the following meetings held during the annual seminar: MNA Program Committee to discuss program business, initiatives and concerns; and attend the meetings to review

- candidate/counselor concerns and make related recommendations and decisions.
2. Correspond with MNA committee members throughout the year.
 3. Maintain a list of ANG Master Needle Artists.
 4. Initiate review of program for each of the four (4) phases of the program.
 - Present proposed revisions of the Master Needle Artist procedures to the MNA Program committee for adoption, then to the Vice President for Education for approval by the Board of Directors.
 - Keep documents updated.
 5. Make appointments to the Master Needle Artist Program Committee and inform the Board of Directors at their spring meeting.
 6. Review and recommend changes for the Master Needle Artist description and the list of ANG Master Needle Artist that appear in Needle Pointers at the successful completion of the program.
 7. Send a written report of actions taken and items for Board consideration to the Vice President for Education a month prior to each Board meeting.

The Vice-Chairman will:

1. Oversee and coordinate the work of the candidates working in the program.
2. Conduct any of the activities of the Chairman, listed above, in his/her absence.

The Evaluators will:

1. Assume responsibilities as directed by the Chairman.
2. Review the work of the candidates through each phase of the program.
3. Assist the Program Chairman and/or Vice-Chairman as requested.

FINANCES

1. Reimbursement will be paid for expenses of telephone, postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the committee. Official ANG forms are available from the Treasurer or the Vice President for Education. Reports must be accompanied by attached copies of receipts. Mail check request forms to the Vice President for Education for approval and payment by the Treasurer.
2. Travel expenses up to \$300 will be reimbursed for the chairman to attend meetings at Seminar per Policy 4.03. There will be no other reimbursement for travel, lodging or per diem.

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 Master Needle Artist Program Committee with approval from the Board of Directors.

Approved at the Board of Directors meeting, November 2000.

Amended via email vote, July 2002.

Revised, August 2003.

Amended at the Board of Directors meeting May 2011