



Position Description	2.07
Date of Enactment	May 2010
Date last amended	
Page	1 of 2

## CERTIFICATION PROGRAM COORDINATOR

### DEFINITION AND OBJECTIVE

The Certification Program Coordinator shall be a position reporting to the Vice President for Education.

The objective of the Certification Program Coordinator is to oversee the Certification programs and to assist the VP for Ed.

The Certification Program Coordinator shall be a graduate of at least one of ANG's Certification programs.

### STRUCTURE AND TERMS OF OFFICE

1. Coordinator appointment will be made on or before the spring Board meeting. Term of office will begin at the end of Seminar.
2. The term of office is for two years, and the individual may be reappointed for one additional term.

### RESPONSIBILITIES AND PROCEDURES

1. Promote and support the American Needlepoint Guild, Inc.'s Bylaws, Standing Rules, Policies and Procedures, and Criteria and Guidelines.
2. Serve as a liaison between the VP for Education and
  - Needlearts Appraisal Program
  - Judging Certification Program Committee
  - Master Teacher Program Committee
  - Master Needle Artist Program
  - Any other certification program developed
3. Seminar:
  - Arrange with committee chairmen for meetings of their committees during seminar and attend these meetings.
  - Arrange and conduct meeting of all certifications
  - Arrange with certification chairman for the display of certifications candidates work as part of the Exhibit
4. Financial:
  - Approve and forward to VP for Ed the Check Requests per Policy 4.06
  - Submit personal expense forms to VP for Ed for approval
  - Coordinate and prepare annual budgetary recommendations for area of responsibility and assigned committees and appointees
  - Review periodic financial reports
5. Prepare and submit the following:
  - Report to the Board of Directors prior to each Board meeting
  - Annual Report by May 1

### FINANCES

1. Up to \$300 for travel to Seminar.
2. Four (4) days Per Diem as per Policy 4.02

## **GENERAL**

These criteria and guidelines may be changed by the Board of Directors

Approved via e-mail vote of the Board of Directors May 10, 2010

UNDER REVIEW