



Committee Description	3.04
Date of Enactment	February 1998
Date last amended	November 2018

## **EXHIBIT COMMITTEE**

### **DEFINITION AND OBJECTIVE**

The Exhibit Committee shall be a standing committee reporting to the designated Board Liaison.

These are the objectives of the Committee:

1. To evaluate ANG exhibits for consistency with the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To produce the exhibit at seminar.
3. To provide consistency in the production of the national and other exhibits.
4. To educate committee members and others on the various manners in which exhibits can be produced and develop a pool of members who can assist with the production of exhibits.
5. To develop additional exhibits that further the stated purpose of ANG.

### **STRUCTURE AND TERM OF OFFICE**

1. The Exhibit Committee shall be composed of the following members:
  - i Chairman
  - ii Assistant Chairman
  - iii Advisor
2. The term of office will begin at the end of the national seminar.
3. The term of office for each member is 3 years and begins at the end of the national seminar.
4. The terms overlap.
5. The Assistant Chairman shall be appointed each year to a three-year overlapping term:
  - a. The Local Seminar Coordinator recruits the Assistant Chairman who will become the Chairman the year before the Exhibit is at the Seminar for which the Local Seminar Coordinator is responsible. The National Coordinator will request Board approval for this applicant.
    - i The first year is spent in a training capacity to learn procedures and help produce the exhibit in preparation for becoming Chairman the next year.
    - ii The second year is spent as Chairman of the Seminar Exhibit
    - iii The third year is spent as Advisor to the Chairman
6. The Board may reappoint committee members for a second term.
7. At the conclusion of the term in office, all files and records will be transferred to the new Chairman or the designated Board liaison.

### **RESPONSIBILITIES AND PROCEDURES**

The Chairman will do the following:

Read and be familiar with the Exhibit Manual, which is available from the Vice President of Education.

Preside at committee meetings

Correspond with committee members throughout the year

Write and send a report of committee action taken and items for Board consideration to the Board Liaison as needed or requested by the Board Liaison.

Work with the ANG Education Program Chairmen and other committees as appropriate to coordinate their exhibit participation.

Be responsible for the planning, oversight, coordination and execution of ANG exhibits.  
Track the ordering and stitching of the exhibit ribbons. These are ordered by the Vice President of Education and stitched by the local committee or other designated groups.

The Committee will do the following:

Become familiar with the relevant Policies and Procedures and Position and Committee Descriptions.

1. Assist with all aspects of the exhibits developed by the committee.
2. Solicit volunteers to staff the exhibits.
3. Produce an exhibit catalog for each exhibit.
4. Develop additional exhibit-type programs that further the stated purpose of ANG.
5. Attend all ANG seminars during their tenure.
6. Assist the Chairman as needed.
7. Serve as pages for the judging of the seminar exhibit.
8. Refrain from entering an item in a judged category while serving on the committee.

## **FINANCES**

1. ANG will reimburse the Chairman and/or Committee members for administrative costs incurred up to the budgeted amount for the business of the committee. Official ANG forms are available from the Treasurer or the Board liaison. Attach copies of receipts to each Check Request Form. Mail (or email) Check Request Forms to the Board liaison for approval and payment.
2. The Chairman may not take any classes.
3. The chairman will be reimbursed for travel, lodging, and per diem (PITs) for seminar per Policy 4.01 for the number of days determined by the Board of Directors. The Board of Directors will determine reimbursement for other approved meetings.
4. The Assistant Chairman will be reimbursed for travel expenses up to \$300 for the seminar held the year prior to the seminar at which he/she will be the Chairman.
5. The Advisor will be reimbursed for travel expenses up to \$300 for the seminar held the year after to the seminar at which he/she was the Chairman.

## **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. This committee description may be changed by the Board of Directors or upon recommendation of the Exhibit Committee with approval from the Board of Directors.