



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

NEEDLEARTS FORUM POLICY PROCEDURES

The Seminar Committee established by the Host Chapter(s) and EAC Seminar Liaison shall oversee all aspects of the NeedleArts Forum. Where planning for the NeedleArts Forum is part of the overall responsibility of a committee of Seminar, that committee shall include a report on the NeedleArts Forum in its report to the Seminar Committee. Preparations for the NeedleArts Forum should be fully documented, including minutes of any special planning meetings, copies of publicity materials, photographs, teacher lists, workshop descriptions, class lists, registrants list, and all other materials related to the NeedleArts Forum. This material should be included in the Seminar report sent to the EAC Seminar Liaison. This material should also be included in the second complete report prepared and kept as part of the Seminar record either in the Chapter's Archives or by the EAC Archives.

REGISTRATION COMMITTEE

Inform all members of EAC, and others who request it, of the details of the NeedleArts Forum. The Seminar Brochure must include the NeedleArts Forum dates, workshop descriptions, levels of expertise, fees and kit costs. Registration procedures, beginning and final dates for registration, and other information at the discretion of the Seminar Committee shall also be included.

Work with the committees responsible for teachers, accommodations, publicity, and other committees to ensure that pertinent information on the NeedleArts Forum is included with the Seminar Brochure and registration mail-outs.

All registration material relating to the NeedleArts Forum is to be prepared as a part of the Seminar Brochure for Issue #1 of *Embroidery Canada* prior to Seminar and the NeedleArts Forum.

The deadlines established for pre-registration and final registration for Seminar shall also be the deadlines for NeedleArts Forum.

All other provisions relating to registration for Seminar apply in so far as they are relevant to the NeedleArts Forum.

Include a report on NeedleArts Forum in the report for the Seminar Committee.

TEACHER COMMITTEE

Submit a list of suggested teachers and their workshop proposals to the Seminar Liaison and the EAC Board of Directors at least 18 months in advance of the NeedleArts Forum.

For discussion purposes, no more than 3 three-day classes should be offered. To make classes viable, an out-of-town teacher should have an enrollment of 10 or more students, while an in-town teacher should have 5-6 students.

Teachers' proposals for the NeedleArts Forum shall be discussed and approved by the EAC Board at the same time as the teachers' proposals for Seminar.

EAC Board members, who are also being considered as NeedleArts Forum Teachers, must absent themselves from the decision process.

Advertise for teacher proposals through *Embroidery Canada*, Issues #3 and #4, two years prior to the NeedleArts Forum, and advertise in other publications as desired.

Write letters to teachers inviting proposals for workshops.

Communicate with the EAC Seminar Liaison regarding EAC Teacher Contracts.

All other provisions relating to teachers for Seminar apply in so far as they are relevant to the NeedleArts Forum.

Include a report on the NeedleArts Forum in the report for the Seminar Committee.

SITE COMMITTEE

Book an approximate number of rooms for teachers, students, classrooms, and any other facilities required for the NeedleArts Forum as a discrete part of the site contract.

Work with the Teachers Committee to ensure that the teachers' special accommodation and classroom needs are met.

Include a report on the NeedleArts Forum in the report for the Seminar Committee

TREASURER

Set up a proposed budget for the NeedleArts Forum using the enclosed budget format and make revisions as costs become known. Budgets should be based on 100% of projected attendance.

Use a spreadsheet to determine fees.

Work with other committees to establish limits on costs.

Use the same bank account as for Seminar.

Maintain an accurate and organized set of accounts.

Keep EAC informed of the financial position of the Host Chapter(s) regarding the NeedleArts Forum by:

- a. Including the proposed budget with the Host Chapter's initial report to the Board
- b. Submitting revised budgets with every subsequent report

- c. Submitting the final NeedleArts Forum budget at the spring Board meeting one year in advance of the NeedleArts Forum and providing the Seminar Liaison with a copy one month in advance
- d. Notifying the EAC President and the Seminar Liaison immediately in the case of a financial emergency so that a course of action can be determined by the members of the EAC Board and the Host Chapter(s)
- e. Forwarding all authorized major invoices to the EAC Treasurer for payment
- f. Forwarding funds to cover any approved major invoices to the EAC Treasurer
- g. Forwarding a complete financial statement and cheque, if applicable, for fifty percent of the NeedleArts Forum profits to EAC by August 31st following the NeedleArts Forum, the other fifty percent to be divided among the Host Chapter(s) as agreed prior to the NeedleArts Forum

Include a report on the NeedleArts Forum in the report for the Seminar Committee.

PUBLICITY

Embroidery Canada, Seminar Brochure, Website, Presentation, Magazine Ads, Radio, TV.

The class projects for the NeedleArts Forum shall be photographed professionally for the Seminar Brochure and presentations, and for purposes of promoting the NeedleArts Forum in *Embroidery Canada* and on the EAC website.

EAC shall provide free advertising space, excluding the description of NeedleArts Forum classes in the Seminar Brochure, for the NeedleArts Forum in *Embroidery Canada*, one year prior to Seminar or earlier at the discretion of the Editor of *Embroidery Canada*. The cost of producing and printing the description of NeedleArts Forum classes in the Seminar Brochure shall be borne by the Host Chapter(s).

Advertising in *Embroidery Canada* should include a preliminary ad in issue #4 and provision for two more ads in issues #1 and #2 prior to the NeedleArts Forum.

Advertising arrangements for the NeedleArts Forum are to be made between the Seminar Committee and the Editor following current editorial policies. The Editor has the final decision as to the size and placement of the ads.

All other provisions relating to publicity for Seminar apply in so far as they are relevant to the NeedleArts Forum.

SECONDARY COMMITTEES

Any other committee with responsibilities for the NeedleArts Forum will include a report on the NeedleArts Forum in their report for the Seminar Committee.