



Position Description 3.01
Date of Enactment July 2015
Date last reviewed August 2018

NATIONAL AND LOCAL SEMINAR COORDINATORS

REPORTS TO

The National Seminar Coordinator is a position reporting to the Board Liaison

The Local Seminar Coordinator is a position reporting to the National Seminar Coordinator

POSITION SUMMARY

The National Seminar Coordinator oversees the volunteer aspects of Seminar and assists the Board Liaison

The Local Seminar Coordinator works with the National Seminar Coordinator and creates and guides the Host Committee.

STRUCTURE AND TERMS OF OFFICE

1. National Seminar Coordinator
 - a. The Board will appoint the National Seminar Coordinator on or before the annual Board budget meeting in even numbered years. The term of office is two years and begins at the end of the Seminar in even numbered years.
2. National Seminar Coordinator in Training
 - a. The Board will appoint the National Seminar Coordinator in Training at the first meeting of the fiscal year in odd numbered years. The National Seminar Coordinator in Training term is one year, beginning at the end of Seminar in that year and terminating at the end of the next seminar when the National Seminar Coordinator in Training becomes the National Seminar Coordinator.
3. Local Seminar Coordinator
 - a. The Board will appoint the Local Seminar Coordinator two years prior to the start of the Seminar that he/she will be responsible for. The term ends at the end of their Seminar.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. The National Seminar Coordinator will handle these tasks
 - a. Maintain files pertaining to the area of responsibility
 - b. Review policies relating to area of responsibility as directed by Board Liaison
 - c. Provide information to the Board on the status of all current and future Seminar activities as it pertains to the local chapters, coordinators, and volunteers involved.
 - i Highlight problem areas and suggest resolution to the Board.
 - d. Order favors for these events:
 - i Invitational/Welcome packet,
 - ii Welcome and Farewell Banquets
 - iii Luncheons
 - e. Select Tote Bag
 - i Submit tote bag decision for Board approval
 - ii Have sample available at previous Seminar for display and photography.
 - f. Order Seminar Jewelry
 - g. Prepare and submit the following:
 - i Annual Report by May 1
 - h. Report to the Board of Directors prior to each Board meeting as requested by Board Liaison.

- i. Serve as a liaison between the Board of Directors, Host Chapter, Local Coordinator, Local Committee and other assigned committees and appointees
 - j. Authorize and approve all expenses and submit requests to Board Liaison for payment
 - k. Recommend committee appointments to the Board
 - l. Seminar activities
 - i. Direct all phases of Seminar that involve the local committee, the host chapter, the coordinators of the Special Committees, and the volunteers involved in the seminar planning and operations.
 - ii. Delegate to the Meeting Planner those tasks identified as being the responsibility of the Meeting Planner.
 - iii. Act as liaison between local coordinators according to timelines set by the Board of Directors and the Association Management Company (AMC)
 - (1) Obtain Board approval for Seminar logo, faculty nametag, and specialty ribbon center designs
 - (2) Ensure that the following functions are performed per the timeline: Logo, ribbon centers, teacher name tags.
 - (3) Assist in the preparation of the Participant's Handbook as needed
 - (a) Work with the Advertising Coordinator to obtain advertisements for Participant's Handbook
 - (b) Coordinate advertisements with the Local Chapter as needed
 - iv. May take classes with prior consent of the Board Liaison.
 - m. Post Seminar Activities
 - i. Provide Seminar wrap up report from the volunteer perspective as requested by Board Liaison
 - n. Future Seminar Planning
 - i. Solicit resumes for future Seminar coordinators
 - ii. Recommend future Seminar sites to the Board
 - o. Seminar Brochure
 - i. Collect all information from the Local Committee for publication
 - ii. Assist with proof reading
 - iii. Approve all Seminar information including class descriptions, exhibit information, and Quest information.
 - iv. Submit information to the Editor
 - v. Approve final version prior to publication.
 - p. *Needle Pointers* Magazine
 - i. Submit timely articles concerning Seminar as requested.
 - q. Incoming National Seminar Coordinator Training
 - i. Assign specific tasks for current Seminar
 - (1) Invite to meetings with committees
 - (2) Invite to planning meetings for future Seminars
 - ii. Provide copies of all materials relating to future Seminars
2. The Local Seminar Coordinator will handle these tasks:
- a. Recruit and appoint volunteers from the local chapter(s) for the following positions on the Host Committee and monitor all functions:
 - i. Seminar Exhibit Chairman -- resume and Board approval required
 - ii. Seminar Faculty Liaison
 - iii. Shipping Coordinator
 - iv. Hospitality Chairman
 - v. Volunteer Chairman
 - b. Solicit information for the Participants Handbook
 - i. Solicit local advertisers
 - (1) Submit local ads to Board Liaison
 - c. Work with local media
 - d. Obtain Board approval through the National Seminar Coordinator for these items:
 - i. Logo and theme, at least 2 years prior to their Seminar
 - (1) After approval, coordinate stitching of logo to be on exhibit and photographed at the seminar the year prior to their seminar.
 - ii. Ribbon Centers

- iii Teachers' nametags
- iv Registrants' nametag instructions
- v Seminar merchandise by local chapter (i.e. frame weight, nametags, shirts, etc.)
- e. After approval, coordinate stitching of ribbon centers, and teachers' nametags.
- f. Submit names to Board of Directors for potential speakers for events.
- g. Prepare reports to submit to National Seminar Coordinator for inclusion in reports to the Board Liaison as requested.

FINANCES

1. All reimbursements are subject to the policies set forth in Policy 4.01. All Check Request Forms must be accompanied by copies of receipts.
2. ANG will reimburse the National Seminar Coordinator for administrative expenses incurred up to the budgeted amount for the business of the National Seminar Coordinator. Official ANG forms are available from the Treasurer. Submit Check Request Forms to the Board Liaison for approval and payment.
3. ANG will reimburse the National Seminar Coordinator as follows:
 - a. To attend the pre-Seminar walk-through: travel expenses, lodging at ½ room rate and Per Diem, Incidentals, and Tips (PITS) for the number of days set by the Board .
 - b. To attend Seminar: travel expenses, lodging at ½ room rate and PITS for the number of days determined by the Board. Any days of class are not eligible for reimbursement for lodging and PITS.
4. ANG will reimburse the Incoming National Seminar Coordinator to attend Seminar for travel up to \$300. Submit Check Request Forms to the National Seminar Coordinator for approval. There will be no other reimbursements.
5. ANG will reimburse the Local Seminar Coordinator as follows:
 - a. To attend the seminar immediately previous to their seminar: travel up to \$300
 - b. To attend their Seminar: travel up to \$300, lodging at ½ room rate and PITS for the number of days set by the Board. If there is more than one Local Coordinator, they will split the reimbursement. Any days of class are not eligible for reimbursement for lodging and PITS. Submit Check Request Forms to the National Seminar Coordinator for approval.
6. There is no reimbursement for materials used for logo, faculty nametags and ribbon centers.

GENERAL

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.

This position description may be changed by the Board of Directors or upon recommendation of the National Seminar Coordinator with approval from the Board of Directors.