



Position Description	3.05.01
Date of Enactment	August 2018
Date last reviewed	August 2018

SEMINAR HOST SHIPPING COORDINATOR

REPORTS TO the Local Seminar Coordinator

POSITION SUMMARY

The Shipping Coordinator is local to the site of the upcoming seminar. This person receives all seminar shipments (exhibit, auction, teaching supplies, etc.) and arranges for those items to arrive at the seminar site on the day and time specified by the National Seminar Coordinator.

STRUCTURE AND TERM OF OFFICE

The Seminar Host Shipping Coordinator is appointed by the Local Seminar Coordinator and serves through the end of their Seminar.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Find a climate controlled storage unit (10' x 20') where you will store the boxes you receive. ANG pays for the cost of the rental and insurance. You may need to have a Board member sign the contract
2. Provide a local home address to which boxes may be shipped during the month prior to the Seminar. Give this information to the National Seminar Coordinator, the Exhibit Chairman and the Vice President for Education.
3. Identify any dates that you are not available to receive packages, and provide those dates to the people mentioned in #2. In addition, as a courtesy you may want to alert your letter carrier and your UPS and FedEx delivery people of the increase in package delivery to your address.
4. Be able to receive exhibit pieces, seminar class kits, auction items, and hospitality supplies.
5. Work with the Exhibit Chairman and the Seminar Faculty Committee Chairman as needed.
6. Three months before Seminar, request a list of expected boxes from each of these people:
 - i Exhibit Chairman – list of judged items to be sent and the name of the shipper
 - ii Seminar Faculty Committee Chairman – both current seminar kits and the next year's seminar class samples, including the name of the shipper
 - iii Vice President for Education – list of education items to be displayed and the name of the shipper
7. Keep thorough records of all boxes received, creating an inventory of how many, from whom, tracking numbers, the date received, the shipper used, and any notes on the condition of the boxes that you feel is necessary.
8. Mark the boxes as they arrive to facilitate sorting at the Seminar location.
 - i Use colored labels with the name of the area to indicate the area the boxes are for
 - (a) Exhibit – also include Exhibit Item Number, if you have that information
 - (b) Auction
 - (c) Faculty – write the name of the teacher on three sides of each box.
9. Notify each shipper (exhibitor, faculty member, Auction Chairman) when you receive a box. Include this information: date and number of boxes received and the condition of the box. You do not need to open the boxes unless you note damage (wet, torn) or someone (Exhibit Chairman, for example) requests that you verify the contents.
10. Make all necessary arrangements for boxes to be transported to the Seminar site at date and time determined by the National Seminar Coordinator and Meeting Planner. You will be reimbursed for the cost of the truck rental and any labor for loading and unloading the truck. To receive reimbursement, complete the ANG Check Request and present it with receipts attached to the National Seminar Coordinator. If you need to hire a moving company, coordinate that in advance with the National Seminar Coordinator.

11. Boxes could arrive up to the day before you load the truck. If a box arrives after the truck has gone to the seminar location, talk to the appropriate person (see #6, above) to decide what to do with the box.
12. You may have additional tasks, depending on the geographic location of the Exhibit Chairman relative to the location of the storage unit. The Exhibit Chairman will contact you if there are additional things you need to do.
13. Identify someone to handle the outgoing shipping. – This item is still in work.
14. Submit a post-seminar report that includes the number of boxes you received and any other suggestions related to this position.

FINANCES

With the National Seminar Coordinator's help, determine if ANG will pay the storage unit fee directly to the owner of the unit or if you will be reimbursed.

GENERAL

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