



Position Description	3.05.02
Date of Enactment	August 2018
Date last reviewed	August 2018

SEMINAR HOST RIBBON CENTERS CHAIRMAN

REPORTS TO the Local Seminar Coordinator

POSTION SUMMARY

Coordinate the Design, Stitching, and assembly of the Specialty and First Place Ribbon Centers

STRUCTURE AND TERMS OF OFFICE

The Local Coordinator appoints the Seminar Ribbon Centers Chairman

The Seminar Host Ribbon Centers Chairman serves through the delivery of the completed ribbons to the National Seminar Coordinator.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Verify that you have received the Ribbon Center Packet from the National Seminar Coordinator
2. You will return this packet to the National Seminar Coordinator after you complete the centers
 - i Ribbon Packet Contents
 - (a) Charts for special ribbons
 - (b) Templates for determining the size of the ribbon centers
 - (c) Finishing directions and recommendations
 - (d) Color swatches to use in selecting ribbons colors that complement your stitched centers.
 - (e) Special ribbon centers that are already stitched. These are dated and packaged for your and future seminars.
 - ii Please keep all of the unused items together in the packet for use by the next seminar Ribbon Center Chairman
3. The Vice President for Education will order the ribbons based on your color selections.
4. Any questions regarding the stitching or assembling of the ribbons should be presented to the National Seminar Coordinator.
5. Determine the ribbon center designs.
 - i These must be submitted for Board approval prior to stitching
6. List of ribbon centers to be stitched (and quantity of each)
 - i 12 First Place centers—Blue Ribbons
 - (a) All 12 centers have the same design, which may be derived from the logo, the area where Seminar is being held, or it may be the ANG logo. The chart for the ANG logo is included in the ribbon center packet
 - ii Three Judges' Choice centers
 - (a) All three have the same design and the same ribbon color
 - iii One Ribbon Center for each of these Special Ribbons:
 - (a) Best of Show
 - (b) Creative Inspiration
 - (c) First Time Exhibitor
 - (d) Founders Award
 - (e) People's Choice
 - (f) Princess Grace (always a rose design, stitched in tent stitch)
 - (g) President's Choice
 - (h) Sampler Award
 - (i) Seminar Participants' Choice

- (j) Silk and Metal
 - (k) Small Masterpiece
 - (l) State Award
 - (m) Wearable Art
- iv Special Ribbon Centers in the Packet – no stitching needed
- (a) Hilton Award –A Hilton Geometric (charted by Jean) stitched by friends of Jean’s
 - (b) Nina M. Goerres Christmas Themed Ribbon – stitched by the San Bernardino Chapter
 - (c) Beth Robertson Canvas Embellishment Award – designed by Suzanne Howren, Tony Minieri, Meredith Willett and stitched by friends of Beth.
 - (d) Shirley Fetterolf Halloween Award – stitched by San Diego ANG Chapter.
7. When you have finished assembling the ribbons, you should have assembled 30 ribbons with stitched centers (12 first place plus 18 special)
8. Deliver these ribbons, in their original boxes to the National Seminar Coordinator at Seminar, at a mutually agreeable date and time.
9. Provide the following information for each stitched ribbon center. This will be needed for *Needle Pointers* Magazine, and other publications.
- (a) Name of Ribbon
 - (b) Ribbon Center Designer
 - (c) Ribbon Center Stitcher
 - (d) Ribbon Finisher
10. After completing this, submit a report to the National Seminar Coordinator and include suggestions and observations to improve your area of responsibility

FINANCES

There is no reimbursement for materials used for logo, faculty nametags and ribbon centers. It is encouraged for the Host chapter/committee to support the cost of these through their merchandise sales.

GENERAL

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.