



Position Description	3.05
Date of Enactment	August 2018
Date last reviewed	May 2019

SEMINAR HOST COMMITTEE

REPORTS TO National Seminar Coordinator

STRUCTURE AND TERMS OF OFFICE

1. The Local Coordinator recruits the Exhibit Chairman and forwards the resume to the National Seminar Coordinator who will obtain Board approval for that appointment.
2. The Seminar Host Committee Members serve through the end of their Seminar.
3. The Local Seminar Coordinator appoints the following Committee Members and others as needed:
 - i Shipping Coordinator -- see PCD 3.05.01
 - ii Ribbon Centers Chairman – see PCD 3.05.02
 - iii Hospitality Chairman – see PCD 3.05.03
 - iv Volunteer Chairman – see PCD 3.05.04

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. The Host Committee will propose the Seminar Theme and create the Seminar Logo
2. The proposed seminar theme and the logo should be submitted to the Board of Directors for approval.
 - i Rights to the logo design will be the property of ANG and subject to any future licensing agreement.
 - ii The Host Committee will obtain a signed “Consent to Use” form from the designer.
 - iii The Host Committee will stitch and finish or arrange for the stitching and finishing of the logo.
 - iv The logo needs to be completed for brochure and ANG merchandise by March of the year prior to the year of the hosted Seminar.
 - v The stitched and finished logo will be on display at the Seminar prior to the hosted Seminar
 - (a) It will be photographed for the magazine at that time.
 - (b) The *Needle Pointers*’ Editor will determine how the logo will be displayed in the magazine.
 - vi The logo must be provided to the Board in .jpeg format for use elsewhere
 - vii One year prior to the hosted Seminar, provide a written description of the stitched logo to be used in the credits of the Seminar brochure. This should include
 - (a) The name of the designer
 - (b) The name(s) of the stitcher(s)
 - (c) Materials used
 1. If any materials were donated, provide the donor’s name and location.
 - (d) The name and location of the finisher/framer
3. Faculty Nametags
 - i Stitch and finish the nametags for the Faculty.
 - (a) The design is normally a variation of the logo
 - (b) The nametag design will be presented to the Board for approval prior to stitching.
4. Seminar Merchandise
 - i The Host Committee or Logo Designer, with permission of the Board of Directors, may develop a stitch guide of the logo for sale. The stitch guide will not include the theme or the ANG logo.
 - ii The host committee may sell various items that use the Seminar logo, such as shirts; frame weights; Seminar logo stitch guides, or nametag kits or instructions at EXPO! to offset their Seminar expenses.
 - iii Any items with the ANG or Seminar logo must have prior Board approval.

- (a) Submit a request in writing to the National Seminar Coordinator for approval by the Board.
 - iv Only approved items may be advertised in and sold through the Seminar Brochure.
 - v The Committee may sell items at EXPO! at their Seminar and at the Seminar the year before theirs.
 - vi For any merchandise sold at EXPO!, the committee receives all proceeds from the sales
 - (a) The committee is responsible for the sales tax liability, which varies from state to state
 - 1. The committee must have a sales tax ID number for this purpose.
5. Host Committee Members
- a. Host Committee members may take classes as long as the class does not interfere with their duties
 - i The Committee member must receive prior approval from the National Seminar Coordinator
 - b. All chairmen and coordinators will submit post-seminar reports to the National Seminar Coordinator
 - i Please include suggestions and observations to improve their area of responsibility

TIMELINE

These dates are approximate and are intended to help you plan for your hosted seminar. Plan to provide the information listed below to the National Seminar Coordinator for Board approval and to submit periodic status reports as requested.

24 Months Prior to Hosted Seminar

- Submit proposed Theme and Logo.
- Submit proposed specialty Exhibit ribbon center designs.
- Submit proposed Faculty name tag design.

18 Months Prior to Hosted Seminar

- Submit Attendee name tag design if you are proposing one.
- Submit any Merchandise items to be used for fund raising.
- Stitch Logo for display at Seminar prior to your hosted seminar
- Recruit and appoint any other committee members needed.
- Enlist volunteers for stitching faculty nametags, ribbon centers and stuffing of frame weights, etc.

Summer Prior to Hosted Seminar

- Submit Merchandise .jpgs and ordering information for inclusion in Seminar brochure.
- Submit Welcome letter for inclusion in brochure, same as above.
- Submit information on stitched logo for inclusion in brochure.
- Ensure stitched Logo is framed (without glass) and ready for display at Exhibit.
- Submit ideas of potential Life Patron speaker and State Award presenter.

Year of Seminar

- Submit list of potential advertisers from the local area to the Advertising Coordinator.
- Committee members are invited to attend Pre-Seminar walk-through with the Board of Directors, usually in the early summer months.
- Submit check requests for reimbursable Seminar expenses after May 1.
- Submit Welcome letter for inclusion in the Participants Handbook.
- Make arrangements for transport of all shipped boxes to Seminar site.
- Provide a list of local needlework shops.

Post Seminar

- Submit a post-seminar report.
- Submit any final check requests that you may have.

FINANCES

ANG will not reimburse the Committee for materials used for logo, faculty nametags, ribbon centers, etc. ANG encourages the Host committee support the cost of these through Seminar merchandise sales.

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. These criteria and guidelines may be changed by the Board of Directors or upon recommendation of the National Seminar Coordinator with approval from the Board of Directors.