SEMINAR FACULTY COMMITTEE

DEFINITION AND OBJECTIVE

The Seminar Faculty Committee (SFC) shall be a standing committee reporting to the Board Liaison.

The objectives of the Committee are:

- To recommend classes to the Board of Directors (except for the mini workshops taught through the Master Teacher Program) for Seminar, which fulfill the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."

- To act as liaison between ANG and the contracted faculty.

- Continuously update the SFC Data Base of needlework teachers and communicate, as needed, with said teachers. The Data Base is currently maintained by the Rees group, Inc., by their staff Technical Advisor. The Data Base also includes information of accepted proposals by Contract Year.

- To make recommendations to the Board of Directors for consideration and action.

STRUCTURE AND TERMS OF OFFICE

1. The Seminar Faculty Committee shall include the following:
   1. Chair (member of the SFC)
   2. Vice-Chair (member of the SFC)
   3. Coordinator (member of the SFC)

- The Seminar Faculty Committee will be joined by the following Board members to form the Faculty Selection Committee (FSC) which meets prior to the Winter Board meeting each year to select the faculty for the Seminar for next year:
  - Vice-President for Education (Teacher Representative)
  - President
  - President-Elect (if applicable that year)

B. SFC appointments will be made on or before the spring Board meeting. Term of office will begin at the end of Seminar. Committee members may also be invited to attend the Committee meeting at Seminar before their term of office begins.

C. The tenure in office for the Chair, the Vice-Chair, and the Coordinator are one year. However, it is expected that when a person accepts the position of Coordinator, she/he will continue on to

become the Vice-Chair and then Chair, making a total commitment to serve on the SFC of three years:

a. After Seminar, the Coordinator becomes the Vice Chair.
b. After Seminar, the Vice-Chair becomes the Chair.
c. After Seminar, the Chair may retire or be re-appointed to serve as Coordinator, and begin another three-year rotation; however, no member of the SFC may serve more than two three-year terms, or a total of six years.

RESPONSIBILITIES and PROCEDURES

Specific Seminar Responsibilities and Procedures:

At each Seminar all SFC members will conduct the classroom walk-through daily before the start of classes. This walk-through will look at each classroom setup, reviewing the teachers' specific requests and the number of students in each class. The Meeting Planner will be in charge of the walk-through and contacting hotel staff where changes/adjustments are necessary. Teachers may also request adjustments after they view their classroom(s). The Seminar Coordinator and Meeting Planner will schedule the time of each walk-through and have the ultimate responsibility for the walk-throughs being performed in a timely manner.

The Committee will also perform twice daily rounds to meet teachers' needs and collect kits for absent students as needed.

The Chair will:

1. Work with the Seminar Coordinator and Board Liaison to ensure a successful Seminar for staff, faculty and participants.
2. Prepare agenda and materials for Committee review and preside at Committee meetings.
3. Correspond with SFC members throughout the year.
4. Maintain current the master Seminar faculty list including :
    a. Teacher Checklist scores in the SFC Database
    b. Teachers
        - who have previously taught or have expressed an interest in teaching at Seminar

    a.i. from organizations that are members of ICNA, as well as others
    a.ii. suggested on Seminar evaluation forms
    a.iii. suggested by members
5. Generate forms and maintain other pertinent information relating to contracting faculty for Seminar.
6. Maintain a Seminar folder for each teacher which includes the current Seminar contract, contract addenda, contract highlights, contract amendment(s), class descriptions, student evaluations summary form from the contracted Seminar, and any problems before, during, or after Seminar.
7. Maintain statistical information concerning class enrollments, cancellations, or over-subscriptions. This information will be passed each year to the incoming Chair and will be cumulative from one Seminar to the next and include information from at least the past five Seminars (SFC Comparison of Classes Offered).

8. Continue to coordinate selected faculty for Seminar for which she/he is responsible (see item #1 under the Vice-Chair's Responsibilities).
9. At the direction of the President, the Chair will notify the teacher of class cancellations.
10. Distribute Seminar information to all faculty members in coordination with the Seminar Coordinator and Board Liaison. Information includes, but is not limited to, Seminar registration forms, travel information, hotel registration, faculty list for roommate selection, and a copy of the Seminar brochure of *NP (NeedlePointers)* for all faculty who are not members of ANG.
11. Act as liaison with the Local Seminar Coordinator or Board-appointed individual before and during Seminar on matters concerning the shipping of faculty kits and delivery to the hotel.
12. Schedule meetings
    1. With the Seminar faculty at Seminar, after conferring with the Seminar Coordinator.
    2. With SFC members, after conferring with the Seminar Coordinator and Board Liaison.
13. Assist the Treasurer with faculty payments
    - Verify teacher's attendance at Seminar.
    - Verify actual class attendance numbers and kit distribution.
    - Assist with collection of teacher travel and per diem statements.
    - Provide Treasurer with updated list of faculty Social Security or FEIN numbers.
    - Provide Treasurer with updated contract financial information to be used at Seminar.
14. Coordinate *Teacher's Evaluation of the Seminar* form
    a. Review form annually with the committee, and submit form to Board Liaison for approval before printing.
    b. Provide a form to each faculty member at Seminar.
    c. Review completed forms with committee.
15. Review *Student Evaluation of Teacher and Class* form

Review form annually with SFC and submit form to Board Liaison for approval before printing.
Give to each Seminar teacher copies of the evaluations from their class (es).
Review completed forms with committee and provide a written summary for each teacher's Seminar folder.

16. Write a note of appreciation to each teacher within two (2) weeks after the close of Seminar.
17. Send a written report of committee action taken and items for Board consideration to Board Liaison one month prior to each Board meeting.
18. Assist the Board Liaison with the faculty arrangements for other educational events, should any occur in the future, including but not limited to, soliciting proposals, issuing contracts, etc.
19. Collect, pack and mail/ship all class kits released by teachers to Seminar absentees in conjunction with the Registrar
20. Send an updated master list of teachers quarterly to the President, President-Elect (if currently serving on Board), Seminar Coordinator, V. P for Education, *Needle Pointers* Editor, Chair of the Internet Committee, Data Base Administrator, Workshop by Mail Committee Chair, CyberWorkshop Committee Chair, Correspondence Course Committee Chair, Chapter Project Book chair, and the members of the SFC.

The Vice-Chair will coordinate the selected faculty for the Seminar for which she/he will be Chair:

3. Proposals
- Enter accepted proposals into the Faculty Data Base. Copy proposals that are selected and keep in file for one (1) year beyond the Seminar at which they are taught.
- Return all original proposals. A letter of acceptance or regret will be mailed no later than two weeks after selection is complete.

α. Faculty Contracts

a. Issue duplicate unsigned contracts with timeline, policies, and other pertinent information to each teacher.
b. Receive returned contracts by the date specified in the contract. The teacher and the Board of Directors will be notified if any contract, contract addendum or contract amendment is not valid due to non-return.
c. Make a copy of the contract for the teacher's file.

d. Forward both original signed contracts, and contract addenda to the President for signature. The President will sign and return one copy to the teacher and forward the other copy to the Treasurer.
e. Issue mini-workshop contracts in the same manner for the Master Teacher Program as requested by the Vice-President for Education and the Chair of the Master Teacher Program.
f. Maintain confidentiality of all contractual information between the Seminar Faculty Committee and Board of Directors.
g. Send a list of contracted faculty to the ANG Shop manager and Book Store manager four months prior to the start of Seminar.

5. Class models:
   a. Coordinate the display of the future Seminar class pieces to be viewed at the present Seminar exhibit.
   b. Appropriately display Seminar class pieces, labeled with teacher's name, the name of the class, and the class number. Creates a binder of future Seminar class descriptions for viewing at Exhibit. Assure that teaching pieces are photographed only by the ANG officially-sanctioned photographer during Seminar. Advise the SFC Chair and Board Liaison of any class pieces that are unfinished and cannot be photographed.
6. Coordinate the subsequent Seminar class information for printing in *Needle Pointers* and for the Exhibit Chair to be used during the current Seminar
1. Collect information from teachers. Inform the Board Liaison of any failure to comply with timeline.
2. Collect information for MTP mini-workshops from the Chair of the Master Teacher Program Committee.
3. Send prepared copy for approval to Board Liaison.
7. Assemble the Seminar class information for the Seminar Brochure
   - Collect all information pertaining to classes from teachers (Informing the Board Liaison of any failure by teachers to comply with contract timeline)
   - Collect all information for MTP mini workshops from the Chair of the Master Teacher Program Committee
   - Send prepared copy for approval to the Seminar Coordinator who will forward it to the ANG *NeedlePointers* Editor
   - Proof read and edit copy as requested by the Seminar Coordinator, ANG *NeedlePointers* Editor, and the publishing company.
8. Assist the teachers during the Teachers' Showcase as requested by the Seminar Coordinator.
9. Assist the Chairman as requested.

The Coordinator will:

A. Take minutes at all committee meetings for distribution to all committee members within twenty-one days after the meeting.
B. Solicit proposals for the Seminar for which she/he will be Chair:
   a. Send an advertisement soliciting teaching proposals to the Board Liaison for *Needle Pointers* (and a copy to the Board Liaison) for inclusion in the September issue (submission deadline which is set by the *Needle Pointers* Liaison).
   b. Send an electronic copy of the Request for Proposals letter and proposal form to the Chair of the Internet Committee for posting on the ANG website by October 1.
   c. Send out proposal information in the October-November timeframe, two (2) years before Seminar to persons on the master teacher list (either electronically or by USPS).
   d. Request encore proposals for classes suggested by the Seminar Coordinator, the Board of Directors, members of SFC, or individual students, individual students, or the Seminar Registrar. Encore classes are those that have previously been taught. Arrange for printing and distribution of approved evaluation forms.
X. Coordinate angels for any teachers who request them prior to the Seminar.
Δ. Assist the teachers during the Teachers' Showcase as requested by the Seminar Coordinator.
E. Assist the Chair as requested.

The Local Seminar Coordinator or Board-appointed individual will provide a local contact name and address where faculty kits can be sent for the Seminar, which he/she will coordinate locally:

- Provide kit recipient with information on tracking boxes.
- Inform the Seminar Coordinator and the SFC Chair where the kits are being held and arrange for kits to be transported to the Seminar site.
- Assist with the distribution of kits to the appropriate teachers at the Seminar site.

Committee Meetings and Role of the Committee:

- A meeting will be held annually in the winter. During this meeting the committee will:
  A. Assist in selecting a slate of faculty for the Seminar to be held the following year. The Board Liaison will present the committee's faculty recommendations to the Board for its approval.
  B. Discuss policies, procedures, future direction and philosophy of SFC.
  C. Suggest changes for faculty and class evaluation forms.

B. A meeting will be held immediately following the close of Seminar. During this meeting the Committee will:

4. Review class evaluations to identify concerns raised by the students, by the SFC members, or by the Board.

5. Review completed class evaluations forms, and provide a written summary of comments for the teachers' Seminar folder.

6. Review the participant's evaluation forms and provide a summary of issues, positive and negative, to be discussed at the meeting. Turn over the evaluations to the Board Liaison who will compile a summary and submit to the Board at a later date.

C. Additional meetings may be arranged as needed, with the approval of the Board of Directors.

D. Minutes of all meetings will be submitted for review by SFC within twenty-one (21) days of the meeting.

FINANCES

1. Reimbursement will be paid for expenses of telephone, postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the committee. Official ANG forms are available from the Treasurer or the Board Liaison. Reports must be accompanied by attached copies of receipts. Mail check request forms to the SFC Chair, who will forward them to the Board Liaison for approval and payment by the Treasurer in a timely manner. Reimbursements must be requested within 60 days of incurring the expense or sooner if requested by the Board Liaison. Reimbursements for each fiscal year must be submitted no later than April 15 of the year incurred.
2. The three members of SFC will be reimbursed for travel to Seminar with all members to be reimbursed for lodging at one half the double room rate for the number of days equaling the number of Seminar class days plus two, and receive per diem (PITs) for the number of class days plus three.
3. The Chair of the SFC may not take any classes at the Seminar for which she/he is Chair. With the approval of the Board Liaison, the other two members of SFC may choose to take up to two (2) days of classes, with the understanding that they will be on site to work before and after class, during lunch and may also be pulled out of class, if needed. Members will be expected to register and pay for the appropriate class package and kit fees. Additionally, any member of the SFC taking a class will not be paid per diem (PITs) for the total number of class days taken, and will not be reimbursed for lodging for the total number of class days taken.
4. All SFC members attending the Faculty Selection Committee meeting will be reimbursed for travel not to exceed four days lodging and not to exceed four days per diem (PITs).
5. Reimbursement for other approved meetings will be designated by the Board of Directors.

6. The Committee will be reimbursed for expenses incurred for the printing of all Seminar evaluation forms, as well as expenses incurred in the shipping of Seminar kits to absentee students. Where feasible, these expenses may be charged directly to the ANG master account.
7. Members of SFC are expected to attend the Opening and Closing Banquets.

GENERAL

8. 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.
9. These criteria and guidelines may be changed by the Board of Directors or upon recommendation of SFC with approval from the Board.

Approved at Board of Directors meeting, May 2000
Amended at the Board of Directors meeting March 2001
Amended at the Board of Directors meeting March 2002
Amended via e-mail vote of the Board of Directors, April, 2002
Amended at the Board of Directors meeting, November 2002
Amended via e-mail vote of the Board of Directors, March 2004
Amended at the Board of Directors meeting February, 2005
Amended at the Board of Directors meeting February, 2006
Amended via e-mail vote of the Board of Directors May 29, 2008
Amended by Board of Directors March 2010