



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Chapter Policy

Chapter Director

The Chapter Director is responsible for all members belonging to EAC/ACB Chapters - physical and virtual.

Responsibilities of Chapter Director

The primary responsibility of the Chapter Director is to act as liaison between Chapters and their members and the EAC/ACB Board. For a full list of responsibilities, refer to the job description for the Chapter Director position.

Chapter Presidents Meetings

The purpose of Chapter Presidents Meetings is to provide a forum for representatives from each Chapter to share information and concerns. Each Chapter can have its President or a delegate attend the Chapter Presidents Meeting.

The Chapter Director will provide the Board with a report of the Chapter Presidents Meetings and present any recommendations from the group. The Board may use these recommendations as guidelines for formulating or amending policies.

Chapter President Meetings shall be held at least twice a year. The Spring meeting will be held in conjunction with the EAC/ACB seminar.

The fall meeting will be held online using an appropriate service.

The EAC/ACB Board will be represented by the EAC/ACB President in their first year of office and the EAC/ACB Vice President in their last year of office.

Financial Assistance

When the spring Chapter Presidents Meeting is held the day of registration at the seminar, the EAC/ACB will cover the accommodation and meal expenses (breakfast and lunch) incurred during the extra day for one representative per Chapter as per the Board Expense Policy. Travel expenses for Chapter representatives are the responsibility of their Chapter or the individual.

Responsibilities of the Chapter Presidents

In addition to the responsibilities within their own Chapter, each Chapter President or delegate has certain responsibilities within EAC/ACB as outlined in the Chapter Resource Manual.

Chapter presidents are encouraged to attend the semi-annual Chapter Presidents Meetings and invite their incoming President or Vice President to attend the meetings in the last year of their term. If neither is available, a Chapter member may be appointed.

Chapter Presidents Meeting Procedures

The Chapter Director presides over the Chapter Presidents meetings. Agendas are circulated in advance with input from Chapter Presidents; a volunteer may be asked to take notes. Notes of the meeting will be circulated as soon as possible following the meeting.