



Editorial Committee Member Job Description

Date: 2021/05

Next review date: 2023/05

Type: Committee Member

Reports to: Communications Director

Term: Two years, to be extended in two-year increments upon Board invitation but this can be extended as this is a volunteer position, not an elected position

Function

- To assist the communications director with meeting the needs of and adding value for members through EAC/ACB communications
- To assist the *Embroidery Canada (EC)* editor

Time Commitment

- Up to four hours a month, varies according to deadlines
- Additional time as necessary to respond to correspondence, etc.

Documents

Documents that are associated with this position include:

- *Embroidery Canada* and Online Policy

Duties

- Be available by email and respond to requests in a timely manner
- Assist the communications director to determine ways to add value for EAC/ACB members and potential members
- Assist the *EC* editor to source information, authors and submissions for the magazine
- Respond to requests in a timely manner by checking email regularly

Meetings to Attend

- Communications team meetings, including at the seminar (if attending)
- *EC* meetings

Resources Required

- Home computer
- High-speed internet access
- Email account
- Telephone

Skills Required

- Broad interest in needlework, its value as an art form in society and activity for individuals
- Ability to learn and use technology
- Team player and the ability to work independently
- Willingness to fulfill commitments

Skills Developed

- Learn how to use online tools to collaborate with a team
- Understanding of how to integrate communications across a variety of media
- Interpersonal skills working as part of a team