

EAC Education Committee Duties and Responsibilities

In the event that all Education Committee positions are not filled, some individuals may wear more than one hat. EAC sees Education as an important mandate and strives to keep focus on improving our educational performance.

General definitions:

- EAC-owned courses include **Individual and Group Correspondence Courses**. All courses are available to EAC members until they are retired from the list of EAC Correspondence Courses.
- **Individual Correspondence Courses** cover various techniques and are available in Basic, Intermediate and Advanced levels. Students have one (1) year to complete a Basic level course, 18 months to complete an Intermediate level course, and two (2) years to complete an Advanced level course, starting from the registration date on Individual Correspondence Courses. These may be available in paper or electronic formats.
- **Group Correspondence Courses** are available in Basic, Intermediate and Advanced levels. Students have 12 weeks to complete a Basic level course, 16 weeks to complete an Intermediate level course, and six (6) months to complete an Advanced level course, starting from the registration date on Group Correspondence Courses. These may be available in paper or electronic formats.
- EAC **Author-owned Group Correspondence Courses** are owned by the author and available to members for pre-determined lengths of time as outlined with each course as recorded in their signed contract. These may be available in paper or electronic formats.
- **Teachers** are individuals hired to instruct at an EAC Seminar or through a local chapter. Teacher names are maintained on the EAC Education Teacher Roster.
- **Counsellors** are individuals assigned by the Registrar to students taking either an Individual or Group Correspondence Course. They provide support and encouragement to the students during the Correspondence course period and write a critique for each lesson the student completes.
- **Authors** are individuals who sign a contract to write a Correspondence Course for EAC. The author may choose to write an EAC owned course or an author-owned course as specified in the contract.
- **Test Students** are individuals who agree to test new course offerings for EAC courses. No more than three Test Students are required per course. These test students should have a range of abilities (beginner, intermediate and advanced stitcher) in the technique being tested. This grouping could change if courses are aimed for one level only.)

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EDUCATION DIRECTOR:

Reports to EAC Board

Administration:

1. Meetings

- Coordinates the work of the Education Committee and Sub-Committees.
- Presides at the Education Committee and Sub-Committee meetings (EAC President shall preside in the absence of the Education Director)
- Organizes and leads all on-line meetings involving Education.
- Gathers all reports from the Registrar, Course Coordinators, and Quality Controller/Course Manager for presentation to the EAC Board.
- Prepares and presents reports to the Board meetings.

2. Publicity

- Writes a report (or course registration form) quarterly for publication in *Embroidery Canada*.

- Submits a list to the *Embroidery Canada* Editor of students who have completed a correspondence course and have signed the privacy waiver to agree to have their names published. Names are published annually as space permits.
- Ensures that all information for advertising correspondence courses is current. Places all the advertisements or information in *Embroidery Canada* concerning any new courses.
- Manages the EAC Course calendar and requests publication in *Embroidery Canada* as necessary, annually as the minimum requirement. Ensures information
- Arranges with Seminar Chair for space to display Education materials.
- Arranges to have some students' works on display at the each Seminar in the Members Show to promote the various EAC courses. Have on display the new course materials that will be coming available within the next year.

3. Miscellaneous

- Responds to correspondence regarding work and policy of Education Committee.
- Corresponds with Quality Controller/Course Manager and Registrar as needed.
- Corresponds with Counsellors regularly.
- Forwards copies of documents to EAC Archivist per EAC Archives Policy and Procedures.
- Prepares report for AGM.
- Complies with the current job description duties and if unable to do so, inform the EAC President immediately.
- Reviews EAC Teacher Roster on the odd year of each two-year term. Before year end of the odd year of the Education Director's two-year term, send updated roster to EAC Communications for posting under the EAC Education site.
- Seeks new teachers to add to the EAC Teacher Roster, confirming that they are active EAC Members. Delete teachers who are no longer active EAC members from the current EAC Teacher Roster.
- Communicates with the Editor of *Embroidery Canada* regarding any changes to the prerequisites for the correspondence courses, and any additions and/or deletions of correspondence courses. The deletion of a course will be advertised in two issues of *Embroidery Canada* before it is removed.
- Communicates with the Webmaster regarding any changes to the prerequisites for correspondence courses as well as any additions and/or deletions of correspondence courses.

Planning and Growth:

- Oversees and/or develops a plan/strategy to ensure new educational opportunities and growth for EAC members.

Course Development:

- Oversees identification and development of new correspondence courses and Counsellors.
- Meets with the Course Coordinators to select the courses for Author-owned which are for a three-year period. These Author-owned courses may be extended if agreement is reached with the author.
- Signs all contracts that the Course Coordinators have selected.
- Signs blank course certificates, held by the Registrar, for applicable courses.
- Shall not make any amendments to the EAC Author Contracts or the EAC Counsellor Contracts without the express permission of the EAC Board of Directors.

Course acknowledgement:

- Reviews Student binders after formal binder review is complete. Writes the congratulatory letter, including course pin and signed certificate, to each student who has completed an Individual Correspondence Course when returning the binder to the student.

- Signs blank course certificates for Group Correspondence Courses and sends to Registrar for distribution on course completion.

Course Improvement:

- Receives and reads all student evaluations of the different courses and acts in a timely fashion to change reoccurring problems by notifying the Quality Controller/Course Manager if needed.
- Maintains a list of Test Student volunteers or requests new volunteers when a course needs to be tested.

Awards and Grants:

- Administers the Pauline Glover Educational Grant and the Pulled Thread Award, in consultation with the Education Committee. Corresponds as needed with all applicants.
- Advises candidates of the status of their application (awarded or not).
- Writes congratulatory or regret letters and sends certificates to all the Award and Grant winners each year that Education gives out to the members, in a timely fashion.
- Places all the advertising in Embroidery Canada for the Awards and Grants (from template)
- Has all applications shipped to one address.
- Ensures all pieces are received by the Education Committee.
- Ensures all pieces are returned to rightful owners.

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ASSISTANT / VICE EDUCATION DIRECTOR:

(This position may be a training ground to be the next Education Director)

Reports to the Education Director

Administration:

- Assists the Education Director in any area that is required.
- Assist the Education Director in maintaining the EAC Teacher Roster.
- Updates, via email, the Supply Listing of stores every year for the Registrar to put in the student packages, to members of the Education Committee, and on the Members' Only website, if needed.
- Ensures that all contracts are standardized for all Correspondence Courses, authors, and Counsellors.
- Assists in setting up Blue Ribbon Specials annually with the Registrar and Course Coordinators.
- Assists any of the Counsellors with documents or questions in regards with Education.
- Maintains knowledge on the duties of the Registrar and Course Manager, assisting them in any way necessary, i.e. illness or move.
- Ensures communications are working effectively between the Counsellors and the Course Coordinators.
- Attends Education meetings on-line or at Seminar, whenever possible.

Course Administration:

- Arranges for a Counsellor to review the binders for students of the Individual Correspondence Course.
- Authorizes payment for the reviewing Counsellor and the postage charges for sending the course binder parcel to the Education Director by sending payment form to the reviewing Counsellor for completion.
- Informs Education Director on any changes required to the prerequisites for correspondence courses, additions and/or deletions of correspondence courses, and education information from *Embroidery Canada* or on the EAC website, e.g. forms etc.

- Helps Registrar with problems arising from student queries and reviewing Counsellor – student status re course completion. Lesson 5 of Individual Correspondence Course is when the student has almost completed their course and when the refundable “binder fee” should be charged if not already received.
- Assists the Education Director in revising forms as needed for Group and Individual Correspondence Courses, as well as Author-owned Correspondence Courses.
- Works with the Course Coordinators to identify new courses.

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YOUTH EMBROIDERERS ASSOCIATE:

Reports to the Education Director. Youth are in the age range of 9 to 21.

Administration:

- Acts as liaison between Youth Embroiderers (YEs), their leaders and the EAC Board.
- Processes new YE memberships and renewals; forwarding fees to the Treasurer, names and other necessary information to the EAC Membership Director.
- Sends out welcome packages and membership cards to all youth members – new and renewals.
- Maintains a master roster of all youth embroiderers.
- Ensures the Youth section of the EAC website is kept up-to-date, working with the EAC webmaster to post visual and written information of interest to youth.
- Acts as registrar for Youth Correspondence Courses, selecting Counsellors and keeping students and Counsellors informed as necessary.
- Produces a quarterly newsletter for YEs (Youth Embroiderers New – YEN).
- Writes an annual article for *Embroidery Canada* about YE activities and items of interest to YEs, including photos if available.
- Coordinates the Eleanor Thomas Youth Award (ETYA), receiving applications annually, collaborating with EAC President to determine recipient(s), notifying successful recipient(s), and publishing name(s) / award in YEN.
- Keeps Education Director and EAC President informed on concerns and/or problems.
- Responds to youth correspondence in a timely fashion.
- Liaises with YE sponsors.
- Attends Education meetings on-line or at Seminar, as needed.

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LIBRARY/ CONSULTANT:

(Represents a previous Education Director)

Reports to the Education Director for one year to assist in the transition, as needed.

Administration:

- Provides counsel, advice and support to Education Director and Assistant Director as needed.
 - Attends Education meetings on-line or at Seminar, as needed.
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QUALITY CONTROLLER / COURSE MANAGER:

Reports to the Assistant Education Director

Administration:

- Submits reports to the Education Director for board meetings.
 - Works with the Course Coordinator on all Correspondence Courses (EAC-owned, Individual, Group and Cyber) making sure that all EAC courses are presented in a profession manner.
 - Formats all courses to meet EAC standards.
 - Maintains course quality.
 - Reviews student Information Sheets and updates course source documentation as necessary.
 - Upload approved electronic file of courses to EAC.
 - Attends Education meetings on-line or at Seminar, whenever possible.
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REGISTRAR:

Reports to the Assistant Education Director

Administration:

- Submits reports to the Education Director for board meetings.
- Ensures electronic copies of Information Sheets and photographs of new Group Correspondence Courses, and new Individual Correspondence Courses go to the EAC Secretary.
- Authorizes all payments of EAC and Author-Owned Correspondence Courses.
 - Submits registration fees, expense forms, receipts and reviewing Counsellor payments to EAC Treasurer.
 - NOTE. For Individual Correspondence Courses – Counsellors are paid upon completion of lessons (if all lessons are NOT completed) or upon completion of ALL lessons.
- Informs the Assistant Education Director when student requests a binder review.
- Assists in setting up Blue Ribbon Specials annually with the Assistant Education Director and Course Coordinators.
- Replies to correspondence in a timely fashion.
- Keeps a master copy of all courses. Maintains forms and form letters. Updates form letters as necessary.
- Attends Education meetings on-line or at Seminar, whenever possible.

Course Administration:

- Accepts student registration and registration fees, issues receipts for same and assigns each student to a Counsellor. NOTE, payments completed via PayPal contain all relevant information for course registration.
- Ensures all students receive course materials for their course.
 - Including course evaluation forms (for each student) which are sent to the Group Correspondence Course group leader.
 - Lessons 1 and 2 of Individual Correspondence Courses are sent to the student; the remaining lessons, along with evaluation forms, are sent to the reviewing Counsellor for distribution as necessary.
 - Alternatively, Email required materials to both student and reviewing Counsellor.
- Sends course certificates, signed by Education Director, to Counsellors for Group Correspondence Courses when sending out course registration papers.

- Keeps track of Individual Correspondence Course students as they travel through their course and authorizes mid-term payment to Counsellor, every six months or upon course completion as per Counsellor's wishes.
- Sets up and maintains a file (or database or spreadsheet) for each Counsellor. Put Group or Individual Correspondence Course student information into applicable Counsellor file (or database or spreadsheet).
- Creates and maintains a file (or database or spreadsheet) that includes complete information on the student, type of course, reviewing Counsellor, as well as any other pertinent information, e.g. Counsellor granted extensions.
- Enters information re course registration into applicable file (or database or spreadsheet).

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COURSE COORDINATORS:

Reports to the Assistant Education Director

Administration:

- Assists Education Director in processing and establishing EAC Correspondence Courses, Author-owned Correspondence Courses, Cyber Courses, and in arranging for production of new courses following the Production Procedures as outlined in signed EAC-Author Contracts.
- Ensures the author receives a package, instructing them how to set up their course and what should be included in the course materials.
- Arranges updates for the older EAC Individual and Group Correspondence Courses.
- Ensures all contracts are signed for all Correspondence Courses (EAC-owned, Individual, Group and Cyber).
- Ensures the Education Director receives the contracts to be signed and sent back to author.
- Assists in setting up Blue Ribbon Specials annually with the Assistant Education Director and Registrar.
- Attend Education meetings on-line or at Seminar, whenever possible.

Course Administration:

- Searches and tests potential new courses for use by EAC Education including all areas of the EAC Correspondence Courses (EAC-owned, Individual, Group and Cyber).
 - Works with the Assistant Education Director, Quality Coordinator / Course Manager and Test Students to ensure selected courses meet EAC course standards.
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COUNSELLORS:

Reports to the Registrar

Administration:

- Forwards the Individual Correspondence Course student's course completion notice to the Registrar.
- Works with the Course Coordinators to update older courses, making suggestions on the retirement of courses and future dates to have this completed.
- Works with the appropriate Course Coordinator(s) as needed.
- Mentors new Counsellors.
- Attends Education meetings on-line or at Seminar, whenever possible.

Course Administration:

- Works with Registrar on documents or questions with regards to Education.
- Works with the Registrar to keep him/her informed on student's progress re Individual Correspondence Course.
- Counsels students over the phone or via email on the correspondence course questions.
- Provides course critiques for each lesson in the course.
- Discusses requests for extensions. Inform Registrar on any extensions granted.
- Reviews completed course binders upon request by the Assistant Education Director. Ensure all student questions are answered and either a letter or point-form critique is submitted. Ensures the critique is thoughtful and meaningful.
- Forwards the student binder to the Education Director on the completion of the student binder review associated with the Individual Correspondence Course.
- Forwards completed Counsellor payment form to the EAC Treasurer.
- Signs and sends course certificates for completed Group Correspondence Courses to students.

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CYBER (Online) ASSISTANT:

Reports to the Cyber Course Coordinator

Administration:

- Works with Cyber Course Coordinator to put the courses on-line with Yahoo.
- Assists students and Counsellors who need help navigating the Yahoo site.

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TEST STUDENTS:

Reports to the Course Coordinator

Administration:

- Completes new course testing in a timely fashion. For example, if the course is three months the test students should be taking three months to complete the new course and two more weeks to write corrections, etc.
 - Presents any corrections of charts and/or language.
 - Directs all questions and corrections to the Course Coordinator who would then contact the author unless other arrangements have been made.
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EAC Education Committee (July 2016)

| Position | | Reports to | Current incumbents (July 2016) |
|---|-----------|--|--------------------------------|
| Education Director | | EAC Board | Jennie Wolter |
| Assistant/Vice Education Director | | Education Director | Patricia Rideout |
| Youth Embroiderers Associate | | Education Director | Linda Brenner |
| Library / Consultant | | Education Director | Barbara Gilbert |
| Quality Controller/Course Manager | | Assistant Education Director | TBD, currently Diane Scott |
| Registrar | | Assistant Education Director | Arlene Chanel |
| Lead Course Coordinator | | Assistant Education Director | Carolyn Mitchell |
| Individual Course Coordinator | | Lead Course Coordinator | TBD in 2017+ |
| Group Course Coordinator | | Lead Course Coordinator | TBD in 2017+ |
| Cyber Course Coordinator | | Lead Course Coordinator | TBD in 2017+ |
| Counsellors | Registrar | <ol style="list-style-type: none"> 1. Armour, Patricia – Crewel embroidery 2. Beamish, Kim – Blackwork; Counted Thread; Drawn thread; Hardanger; Pulled thread; Whitework 3. Darling, Colleen – Blackwork; Counted thread; Drawn thread; Hardanger; Pulled thread 4. Gates, Kit – Canvaswork (Florentine Fun) 5. Gilbert, Barbara – various (<i>see note below</i>) 6. Grant, Dorita – Crewel & Surface embroidery 7. Hope, Jose – Casalguidi; Counted thread; Drawn thread; Hardanger (group Beginner); Pulled thread; Schwalm 8. McCrindle, Helen – Battenberg; Brazilian; Crewel & Surface embroidery; Silk ribbon; Stumpwork; Whitework 9. Mitchell, Carolyn – Canvaswork; Hardanger 10. Podl, Eleanor – Colour & Design; Crazy quilting; Heirloom sewing; Silk ribbon 11. Routley, Janice – Metal thread; Pulled thread 12. Salt, Lorene – Canvaswork (Shockwave, Ahwahnee) 13. Storie, Carol – Canvaswork (Candy Bowl) 14. Vant Erve, Margaret – Colour & Design; Stumpwork; Teacher certification; Whitework | |
| Retired: Altherr, Ilse Bertelsen, Deanna Hale, Loletta Kershaw, Barbara Winter, Anna-Marie | | | |
| Cyber Assistant | | Cyber Course Coordinator | Faith Cormier |
| Test Students | | Course Coordinator | Changes regularly |

Barbara Gilbert is the EAC Counsellor for the following techniques:

- Canvaswork (Beginner)
- Crazy quilting
- Colour for embroidery
- Design for embroidery
- Teacher certification
- Youth courses

New Counsellors starting in 2016.

Comments:

Deanna Bertelsen (August 17, 2016) wrote *“I have no students, and have never had students since I have never been asked to be a counsellor. I have retired from teaching (2 years ago) since I am my husband’s caretaker on his journey into dementia and that takes all my time. Please ensure that my name is removed from all EAC teaching rosters.”*