



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

**- GOVERNMENT COMPLIANCE LIAISON -  
JOB DESCRIPTION**

<b>Function</b>	Member of EAC Board as Appointee To keep abreast of current government regulations which affect the Board, Chapters and members of EAC To assist EAC Board, Chapters, members and Seminar Committees to comply with government regulations in a timely manner
<b>Length of Commitment</b>	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position
<b>Duties</b>	To maintain current information on government forms and regulations applying to EAC, chapters and committees To assist chapters/committees in completion of forms and compliance with as requested To prepare Time Lines for Seminar committees and work with them to have all non-resident teacher requirements completed on time To work with any Chapters requesting assistance with non-resident teacher regulations Projects as assigned <b>Final year of term:</b> Work with new appointee to learn position for a smooth transition
<b>Time Commitment</b>	Five to ten hours per year
<b>Meetings to Attend</b>	None unless invited
<b>Skills Required</b>	Research skills Communication skills Attention to detail and timeframes
<b>Skills Developed</b>	Research skills Communication skills Attention to detail and timeframes

## GOVERNMENT COMPLIANCE LIAISON – TIMELINE

<b>January/February</b>	Once courses are set, forward signed waivers to International Waiver department for tax dispensation  Follow up if documents are not received by end of March
<b>February</b>	(see September) Tax Documents to be filed; Annual documents for Corporation to be filed
<b>March</b>	(see January/February) Follow-up if necessary
<b>September</b>	Once Seminar have closed their books and know the fees paid to the teachers for services and travel, T4-NR can be completed for the foreign teachers and forwarded to teachers  These documents need to be filed with the tax office by February 28 <sup>th</sup>
<b>November</b>	Research to determine whether foreign teachers require work visa. If so, start the application process on behalf of the teachers. There are certain aspects that require teacher input but the initial questions can be done here  Forward the link and the reservation code to teachers for completion
<b>December</b>	Prepare tax waivers for international teachers and forward to teachers for signature
<b>Ongoing</b>	Work with Chapters requiring assistance as needed