



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

Archivist Job Description

Date: 2026-08

Next review date: 2028-06

Type: Appointee

Reports to: Secretary

Term: Two-year term; may be appointed for an additional two-year term. A longer term allows for a greater understanding of the Archives and for collecting without interruption.

Function

- To acquire, in permanent electronic format, the historical records of the EAC/ACB and its Chapters.
- To organize, describe and preserve the historical records regardless of format.
- To continue to preserve the EAC/ACB's historical hardcopy records.

Time Commitment

One day per month

Duties

1. To appraise and acquire the historical records of EAC/ACB and Chapters' history.
2. To organize, describe and preserve records received.
3. To keep an index (finding aids) of archival content.
4. To respond to any inquiries about the history and/or records in the EAC/ACB Archives.
5. To determine if there are any gaps or missing information in the EAC/ACB historical records and attempt to acquire the original(s) or copy(ies).
6. Submit reports to the Secretary for the Board Meetings.
7. In the final year of the term, work with the new appointee to teach the position so that there is a smooth transition.

Meetings to Attend

None are required unless requested by the Board.

Skills Required

- Keen interest in EAC/ACB and its history.
- Good information organizational skills.
- Preservation knowledge as it applies to archival records regardless of format.
- Ability to use MS Office and Google Office Suites and having a computer.

Skills Developed

Knowledge of the history of EAC/ACB.

Archivist Timeline

January

Spring March/April

Prepare Quarterly Archives Report for Board Meeting and provide to the Secretary.

May (Seminar)

Board meeting

Prepare Quarterly Archives Report for Board Meeting and Provide to the Secretary

June

- Review papers from Board Meeting minutes and reports minutes, etc. to determine if anything should be retained in the Archives and place or request a copy for completion.
- Ask for missing papers for filing in the Archives.

August/September

Prepare Archive Report for Board Meeting and AGM and provide to the Secretary Archives.

September

Review Board Meeting minutes and reports to determine if anything should be retained in the Archives and place or request a copy for filing in the Archives.

October

Write a Quarterly report for the November Board meeting.

November

Board meeting

Review papers from Board Meeting minutes and reports minutes etc., to determine if anything should be retained in Archives and place or request a copy for completion.

Ask for missing papers for filing in the Archives.

December

Ongoing

Organize and file all files submitted using a file naming process..

Answer incoming inquiries as received.

Remind all EAC/ACB members to sign, date, and number and include their official position on all papers they produce.

Request files from parties that are to submit material for Archive and have not done so.