



Education Director Job Description

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

Date: 2026-04

Next review date: 2028-04 (two years)

Type: Director

Reports to: Board of Directors

Term: Two-year term and may be re-elected for an additional two-year term

Function

- Elected director of the EAC/ACB Board
- Leads and coordinates the work of the Education Team

Time Commitment

- 15 – 20 hours per month, on average
- Check email at least every second day and reply to correspondence in a timely fashion
- One to two hours a week researching and preparing information for EAC/ACB Education activities
- One to two hours a week for collaboration with Education Team members, board members, other appointees, assistants and volunteers
- Additional time as necessary to prepare reports for all meetings, prepare for and participate in board meetings and activities, fulfil obligations as a board member, respond to inquiries, moderate the Speaker Series lectures, etc.

Documents

Documents that are associated with this position include:

- Job Descriptions
 - Education Assistant
 - Speaker Series Coordinator

- Project Coordinator
- Registrar
- Counsellor
- Online Assistant
- Test Student Coordinator
- Tasks and responsibilities
 - Graduate List for *Embroidery Canada*
 - Letter, certificate, and pin for graduates of Technique Study Courses
 - Agenda for Education Team meetings
 - Minutes for Education Team meetings
 - Reports for Board meetings
 - Promotional information for *eThreads* and *Embroidery Canada*
- Policies
 - Education Policy
 - Original Design Award Policy
 - Education Grant Policy
 - Pulled Thread Award Policy
- Contracts
 - Technique Study Contract – new or revisions (A Taste of ..., Basic, Intermediate, Advanced)
 - Project Contract (Cyber, Patterns & Charts)
 - Counsellor Contract
 - Speaker Series Contract

Duties

Meetings:

- Coordinates the work of the Education Team.
- Presides at the Education Team meetings. The Education Assistant shall preside in the absence of the Education Director. If there is no Education Assistant, the EAC/ACB President shall preside in the absence of the Education Director.
- Organizes and leads all online and in-person meetings involving Education.
- Gathers all reports from the Education Assistant, Speaker Series Coordinator, Project Coordinator, Registrar, Counsellors, Test Student Coordinator, and Online Assistant for presentation to the EAC/ACB Board in the Education Report.
- Prepares and presents the Education Report at the Board meetings.
- Prepares report for AGM.

Publicity:

- Writes an article once a year for publication in *Embroidery Canada*
- Submits a list to the Embroidery Canada Editor of students who have completed a technique study course and have signed the privacy waiver to agree to have their names published. Names and photos of the students' embroidery are published semi-annually as space permits.
- Ensures that all information for advertising courses and projects is current. Provides the advertisement information for courses, projects, and speaker events to the Communications Team for promotion on the website, in *eThreads* and *Embroidery Canada*, and on social media.
- Arranges with Seminar Chair(s) for space to display Education materials in the Members' Exhibit.
- Arranges to have some students' works on display at Seminar to promote EAC/ACB courses and projects. Have on display, new materials that will be coming available within the next year.

Miscellaneous:

- Complies with the current job description duties and if unable to do so, inform the EAC/ACB President immediately.
- Any changes to the Education contracts must have the approval of the EAC/ACB Board of Directors.
- Upon Board approval of a new technique study course, the Director will distribute the following information:
 - Registrar to receive an electronic copy of all lessons.
 - Communications Team to receive the Promo Sheet and photographs of the course promotional images;
 - Treasurer to receive the Contract.
- Upon Board approval of a new project offering, the Director will distribute the following information:
 - Registrar to receive a copy of the Project Contract and Promo Sheet
 - Ensure the Registrar has the electronic copy of the instructions and photographs of the project.
 - Communications Team to receive the Promo Sheet and photographs of the project;
 - Treasurer to receive the Contract.
- To ensure that a back-up copy of the approved course or project is placed on Drive.

- Responds to correspondence regarding work and policies of the Education Team.
- Corresponds with the Education Assistant, Speaker Series Coordinator, Project Coordinator, Registrar, Test Student Coordinator, and Online Assistant, as needed.
- Corresponds with Counsellors as needed.
- Forwards copies of documents to EAC/ACB Archivist per EAC/ACB Archives Policy and Procedures.
- Communicates with the Communications Team regarding any changes to the prerequisites for technique study courses as well as any additions and/or deletions of technique study courses.
- Communicates with the Communications Team regarding any new projects.
- Communicates with the Communications Team regarding the Speaker Series events.

Planning:

- Oversees and/or develops a plan/strategy to ensure new educational opportunities and growth for EAC/ACB members.
- Oversees identification and development of new technique study courses and Counsellors.
- Meets with the Project Coordinator to select the projects that will be offered under any of the three projects models – Cyber, Patterns & Charts, Owned.
- Ensures all contracts are signed for all courses and projects (EAC/ACB-owned, Technique Study, Project, Patterns & Charts (eMail), and Cyber).

Technique Study Course Acknowledgement:

- Writes a letter of congratulations and sends it to the student with the course pin and signed certificate.
- Receives and reads all student evaluations and acts in a timely fashion to change reoccurring problems by updating the lesson materials as needed.

Awards and Grants:

- Administers the Original Design Award, Pauline Glover Educational Grant and the Pulled Thread Award, in consultation with the Education Team. Corresponds as needed with all applicants.
- Advises candidates of the status of their application (awarded or not).
- Writes congratulatory or regret letters to all applicants. Sends certificates to all the Award and Grant winners in a timely fashion.

- Places all the advertising in Embroidery Canada and on the website for the Awards and Grants (from template).
- Ensures all pieces are received by the Education Team.
- Ensures all pieces are returned to rightful owners.

Final year of term

- Work with incoming Director for a smooth transition
- Review and update the Counsellor contracts
- Review and update the Job Descriptions for all roles on the Education Team.

Meetings to Attend

- Three to five online board meetings per year
- One board meeting at the annual seminar
- EAC/ACB Annual General Meeting
- Education Team meeting at the annual seminar
- Two to three online Education Team meetings per year for each of the subcommittees – Administration and Counsellors

Resources Required

- Home computer
- High-speed internet access
- Telephone; long-distance calling

Skills Required

- Writing and editing skills; ability to prepare announcements, agendas, minutes, reports, charts, graphs, etc.
- Ability to set and meet goals for promotion and publicity
- Excellent communications skills, tact and diplomacy; ability to speak and write effectively on behalf of EAC/ACB
- Excellent organizational skills; ability to look after both details and the broader picture
- Ability to set and to work within timelines

- Excellent computer skills or willingness to learn
- Knowledge of copyright
- Interest in needlework and promoting the knowledge and art of needlework

Skills Developed

- Detailed knowledge of the operation of EAC/ACB

Timeline

January

- Prepare and submit a report for the January board meeting.
- Attend the online board meeting and present the report.
- Plan and prepare meeting and agenda for Education team meetings (Admin and Councillors) in February.

February

- Chair the Education team meetings. Prepare and distribute the minutes of the meetings.

March

- Attend the online AGM.
- Submit TSC Graduate names and project photos for students that completed their course between September 1 and February 28 to Embroidery Canada for publication in the fall issue.

April

- Prepare and submit a report for the board meeting held at Seminar.
- Plan and prepare the meeting and agenda for the Education team meeting (joint) held at Seminar.

May

- Attend the board meeting held at Seminar and present the report.
- Chair the Education team meeting. Prepare and distribute the minutes of the meeting.
- Organize the adjudication team that will evaluate the entries to the Pulled Thread and Original Design Awards.

At the Seminar

- Evaluate and select a winner for the Pauline Glover Award
- Provide the Secretary with the winner's name so that it can be announced at the EAC/ACB Luncheon.
- Chair the adjudication process for the Pulled Thread and Original Design Awards.
- Provide the Secretary with the names of the winners of the Pulled Thread and Original Design Awards so that the certificates can be prepared and awarded at the EAC/ACB Luncheon.

After the Seminar

- Provide each applicant of the Pulled Thread and Original Design Awards with a written summary of the adjudication notes.
- Update the Registrar and Treasurer with the winner's name of the Pauline Glover Award.

June

At the end of the term of office:

- Update the job description.
- Ensure the Education files are updated in electronic storage.
- Ensure a smooth transition of all information to the incoming Education Director.

August

- Prepare and submit the year-end report for inclusion in the March AGM documents.

September

- Prepare and submit a report for the September board meeting.
- Plan and prepare meeting and agenda for Education team meetings (Admin and Councillors) in October.
- Submit TSC Graduate names and project photos for students that completed their course between March 1 and August 31 to Embroidery Canada for publication in the spring issue.

In the second year of the term:

- Renew the counsellors contracts.
- Review/renew the assistant and appointee incumbents. Look for new people to fill any vacant positions.

October

- Chair the Education team meetings. Prepare and distribute the minutes of the meetings.
- Prepare and submit a report for the November board meeting.

November

- Attend the online board meeting and present the report.

Ongoing

- Reply to correspondence in a timely fashion.
- Issue certificates, congratulatory letters, and pins as notifications are received of TSC completion.
- Promote availability to attend (virtually) Chapter meetings to present and describe the current learning opportunities available through Education. It is also an opportunity to get feedback directly from the members.
- Provide information and support to other Board members.
- Submit expense forms regularly.
- Attend all board meetings.
- Attend Stitch and Chat with the Board sessions.
- Two weeks prior to board meetings and Education team meetings, request reports from appointees and assistants within the Education team.