



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

French Liaison Job Description

Date: 2024-08

Next Review date: 2026-08

Type: Appointee

Reports to: Communications

Term: Two-year term, may be appointed for an additional two-year term

Function

- To establish a good relationship with our French-language chapters/members for the purpose of meeting their needs and promoting their involvement in EAC/ACB
- To translate English into French for our website and eThreads, potentially for *Embroidery Canada* magazine (president's message, articles, reports, etc.)

Time Commitment

- Two hours per week
- Additional time as necessary to respond to correspondence, prepare reports, prepare for and participate in board meetings and fulfil obligations related to the role

Documents

Documents that are associated with this position include:

- Access to all Board documents i.e. Policies and Job Descriptions
- EC and Online Policy
- Technique Study Course materials

Duties

- As requested, to translate info, from English to French for our website
- Establish a relationship with our French-language chapters

Final year of term

- Work with incoming replacement to teach position for a smooth transition

Meetings to Attend

- Quarterly online board meetings
- Annual General Meeting

Skills Required

- Fluent in both French and English
- Ability to write letters, reports
- Ability to deal with people
- Excellent communications skills, tact and diplomacy
- Excellent organizational skills; ability to look after both details and the broader picture
- Ability to set and to work within timelines
- Communicate effectively by email, phone calls, some social media
- Interest in needlework

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Cohesiveness between French and English members
- Knowledge of embroidery