



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

Heritage Collection Appointee Job Description

Date: 2026-07

Next review date: 2028-07

Type: Appointee

Reports to: Vice President

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

Function

Collect, catalogue and arrange for storing embroidered artifacts donated to EAC/ACB.

Time Commitment

Once the collection's backlog is accessioned, photographed and stored, it should only take about ten hours per month.

Duties

- To be aware of and understand the EAC/ACB Heritage Collection Policy.
- To be aware of museum standards.
- To maintain and update acquisitions to the collection.
- To keep accurate records of the collection.
- To maintain and update duplicate visual records of the collection.
- To keep the membership informed of the collection and any new acquisitions through *Embroidery Canada* and updating the audiovisual collection.
- To be prepared to give slide presentations and set up displays of the collection.
- Write and submit reports for the semi-annual Board meetings.
- Write articles to promote the collection for *Embroidery Canada*.
- Coordinate a committee
- Ensure insurance coverage is copied to Government House.
- **In the final year of the term**, work with new appointee to learn the position for a smooth transition.

Meetings to Attend

None required, but may attend semi-annual Board meetings and AGM at own expense unless specifically requested by the Board.

Skills Required

- Basic conservation knowledge
- Photography expertise
- Box making
- Computer skills
- Organizational skills

Skills Developed

- Increased awareness of historical aspects of embroidery
- Increased conservation skills

Heritage Collection Timeline

January

Submit a photo of a collection piece for the centerfold of *Embroidery Canada*

February

March

Prepare an article for the fall edition of *Embroidery Canada*

April

Prepare and submit a report for the spring Board meeting

May

June

July

August

September

Prepare an article for the spring edition of *Embroidery Canada*

October

Prepare and submit a report for the fall Board meeting

November

December

Ongoing

Maintain and update acquisitions to the collection