



# Individual Member Director Job Description

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

**Date:** 2026-07

**Next review date:** 2028-07 (two years)

**Type:** Director

**Reports to:** Board of Directors

**Term:** Two-year term, may be re-elected/appointed for one additional two-year term

## Function

- Elected Director on the EAC/ACB Board
- Maintain regular contact with all Individual members
- Inform, encourage, assist and transmit concerns to and from the Board and the Individual members
- Handle Individual membership renewals

## Time Commitment

The times given are an estimate based on current responsibilities and skill sets (see the timeline for more specifics).

- 2-4 hours per week; 8-10 hours per month

## Documents

- EAC/ACB Bylaws
- SOP: Individual Member Director
- Individual Member Director Timeline
- Renewal Emails and Letters
- Membership Cards

## Duties

- Act as liaison between Individual Members and the Board
- Perform tasks necessary for Individual membership renewals and provide membership cards to members as soon as possible after notification of receipt of fees.
- Maintain an up-to-date computer record of EAC/ACB members in appropriate categories.
- Answer enquiries concerning membership
- Keep a correspondence file
- Communicate with Individual Members via newsletters, email, personal letters, telephone, etc.
- Prepare and present reports for Board meetings, be the voice of the Individual Members on the Board
- Prepare and submit report for AGM brochure, if asked, present report if attending seminar
- Arrange and chair Individual Member Meeting held at seminar; distribute minutes of meeting promptly
- Forward copies of documents to EAC/ACB Archives as per EAC/ACB Archives Policy and Procedures
- Keep the EAC/ACB President informed of Individual Member concerns or problems
- **Final year of term:** Work with the new Director to help them learn the position for a smooth transition

## Meetings to Attend

- In person or via teleconference:
- Spring Board Meeting at Seminar
- Online Board meetings
- AGM
- Individual Members' meeting at seminar (if attending Seminar)

## Skills Required

- Excellent communication skills, tact, diplomacy
- Excellent organizational skills
- Computer literate; home computer; email, knowledge of Access database spreadsheet (Excel) and mail merge

## **Skills Developed**

- Detailed knowledge of the operation of EAC/ACB
- Interpersonal skills working as a Director
- Enhanced electronic communication skills

## **Equipment required**

- Personal computer capable of loading Microsoft 365
- Printer - need to be able to print both in colour and black and white

## **Other**

- Being near a post office would be useful as postage is required to mail out member cards.
- Being able to cover approximately \$25.00 expenses (for postage) before being reimbursed.

## Individual Member Director Timeline

EAC/ACB memberships are due February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>

| Month        | Time (hours) | Description                                                                                                                                                                    |
|--------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January (10) | 2            | Prepare report for February Board Meeting                                                                                                                                      |
|              | 2            | First of the month, send reminder email or postcards to Individual members reminding them of February 1 <sup>st</sup> renewal date                                             |
|              | 1-2/week     | Process Individual renewals                                                                                                                                                    |
| February (9) | 1            | Send final notice email or postcard to Individual members reminding them of February membership expiry date                                                                    |
|              | 1-2/week     | Process Individual renewals                                                                                                                                                    |
| March (10)   | 1-2/week     | Process Individual renewals                                                                                                                                                    |
|              | 1            | Confirm Individual Member meeting arrangements with Seminar Meeting Coordinator                                                                                                |
| April (12)   | 2            | Prepare report for Board Meeting (at seminar)                                                                                                                                  |
|              | 2            | First of the month, send reminder email or postcards to Individual members reminding them of May 1 <sup>st</sup> renewal date                                                  |
|              | 1-2          | Send email to Individual members attending seminar inviting them to the Individual member meeting – arrange for flyer to be put in registration packets for Individual members |
|              | 1-2/week     | Process Individual renewals                                                                                                                                                    |
| May (9)      | 1            | Send final notice email or postcard to Individual members reminding them of May 1 <sup>st</sup> membership expiry date                                                         |
|              | 1-2/week     | Process Individual renewals                                                                                                                                                    |
| June (9)     | 1-2/week     | Process Individual renewals                                                                                                                                                    |
| July (10)    | 1            | Distribute minutes of Individual member meeting                                                                                                                                |
|              | 2            | First of the month, send reminder email or postcards to Individual members reminding them of August 1 <sup>st</sup> renewal date                                               |
|              | 1-2/week     | Process Individual renewals                                                                                                                                                    |

| <b>Month</b>  | <b>Time (hours)</b> | <b>Description</b>                                                                                                                 |
|---------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------|
| August (11)   | 1                   | Send final notice email or postcard to Individual members reminding them of August 1st membership expiry date                      |
|               | 1-2/week            | Process Individual renewals                                                                                                        |
|               | 2                   | Prepare report for Sept Board Meeting                                                                                              |
| September (8) | 1-2/week            | Process Individual renewals                                                                                                        |
|               | 1                   | Prepare report for AGM booklet                                                                                                     |
| October (12)  | 2                   | First of the month, send reminder email or postcards to Individual members reminding them of November 1 <sup>st</sup> renewal date |
|               | 1-2/week            | Process Individual renewals                                                                                                        |
|               | 1                   | Prepare report for Nov Board Meeting                                                                                               |
| November (9)  | 1                   | Send final notice email or postcard to Individual members reminding them of November 1st membership expiry date                    |
|               | 1-2/week            | Process Individual renewals                                                                                                        |
| December (8)  | 1-2/week            | Process Individual renewals                                                                                                        |

### **Ongoing**

- Check email daily or at least twice a week
- Month prior to Board meeting: provide a report of activities for board meeting
- Attend Board Meeting
- Month of Board meeting: follow up on any action arising from the meeting
- Answer correspondence and emails in a timely fashion
- Submit expense forms at least quarterly and at the end of August (EAC/ACB year-end)

### **Semi-annually**

- Send email newsletter to Individual members

### **As Requested**

- Send email/cards to Individual members about events