



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

Nominating Committee Chair Job Description

Date: 2026-01

Next review date: 2028-01

Type: Working Group

Reports to: Board of Directors

Function

Chair the EAC/ACB Board Nominating Committee

Note: All positions run from September 1 year 1 to August 31 year 2.

Elected Board positions change hands in even-numbered years. Appointees change/renew positions in odd-numbered years.

Time Commitment

3 hours per month.

Duties

1. Ascertain the wishes of Board members in fulfilling the two-year term of their mandate, their wish to continue for a second term and for future positions on the Board
2. Form a Nominating Committee
3. With the Nominating Committee search out potential applicants for various open positions
4. Work with Nominating Committee to facilitate interviews of nominees as per Nominating Committee Policy and Guidelines
5. Present a list of Appointees for the upcoming term at the May Board meeting in the odd numbered year
6. Present a slate of Officers and Directors for election for the upcoming term at the November Board meeting of the odd numbered year (prior to AGM elections)
7. Facilitate publication of elected or acclaimed nominees' profiles in *Embroidery Canada*. Announce full new Board of Directors, or any new Appointee changes in *Embroidery Canada*
8. Receive and count ballots (both paper and electronic) with the numbers to be confirmed by two scrutineers. Advise President of elected members so they can be announced at AGM
9. Prepare reports for the Board meetings

Skills Required

1. Excellent communication skills, tact, diplomacy
2. Excellent organizational skills
3. Computer literate; access to a home computer, with email

Skills Developed

1. Knowledge of EAC/ACB members' talents and interests which will make them valuable EAC/ACB Board members
2. Interpersonal skills working as a national Board member

Timeline

This is an Ad Hoc timeline based on the need to find replacements for either Board or Appointees.

September – odd Year 1

1. Review nominees for even year board changeover – confirm all forms completed
2. Form Nominating Committee working group

October – odd year1

1. Review board nominations – have Nominating Committee interview
2. Ask chapter director to ask in fall chapter meeting for suggestions for Board and Appointee nominations
3. Ask Individual members for suggestions for Board and Appointee nominations

November – odd year 1

1. Collect biographical information and photos of proposed slate of Board and present to the Board meeting for approval
2. Send to Webmaster

December – odd year 1

1. Contact Editor of *Embroidery Canada* to reserve space for Nominees for Winter issue, if there will be an election for any position

January – Even year 1

Arrange for the voting

1. After Balloting closed and before Board meeting, scrutinize counting of election ballots/validate election results for elected positions on Board. Write report for AGM re: election results/newly elected slate. Election results are to be disclosed publicly only at AGM

February – even year 1

1. Prepare for AGM
2. Dissolve Nominating Committee

May – even year 1

1. Present new board at seminar
2. Ask at chapter meeting for suggestions for Board and Appointee nominations

September – even year 2

New board starts

October – even year 2

1. Ask chapter director to ask in fall chapter meeting for suggestions for Board and Appointee nominations
2. Ask Individual members for suggestions for Board and Appointee nominations

December – even year 2

1. EC – ask for nominations for board positions

May – odd year 2

1. Ask appointees if able to continue
2. Ask chapter director to ask in fall chapter meeting for suggestions for Board and Appointee nominations
3. Ask Individual members for suggestions for Board and Appointee nominations

June – odd year 2

Form Nominating Committee – review appointee applications/interview