



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

Registrar Job Description

Date: 2026 -07

Next review date: 2028-07

Type: Admin (Appointee)

Reports to: Education Director

Term: Minimum two-year term which can be extended, upon Board invitation, in two-year increments if there isn't a new candidate for the position.

Role

- Reports to the EAC/ACB Education Director
- Handles all administrative aspects of student registration for EAC/ACB courses and projects.
- Acts as a liaison between students, counsellors, authors/designers and the Education Director.
- Actively seeks opportunities to streamline reporting, processes, and improve customer service to the members.

Time Commitment

- 3 - 4 hours per week
- Additional time as necessary to respond to correspondence, etc.

Duties

- Respond, in a timely manner, to all inquiries regarding Technique Study Courses and EAC/ACB owned Projects.
- Direct inquiries regarding Cyber Projects and Patterns & Charts to the Project Coordinator.
- Process student registrations for all courses and projects offered through the Education program.
- Confirm membership numbers and contact information, advising the Membership Director of any changes.

- Confirm with the student that the registration/purchase has been completed.
- For Technique Study Course (TSC) registrations:
 - Verify if prerequisites are met
 - Assign each student to a counsellor.
 - Establish start and completion dates
 - Distribute to the student:
 - the Student Handbook,
 - the first two lessons,
 - bibliography,
 - welcome letter (which includes the assigned counsellor's contact information),
 - registration form, and;
 - library letter.
 - Distribute to the Counsellor:
 - all lessons for the applicable TSC; these are downloaded from Google Drive and are for distribution by the Counsellor as the student completes each lesson.
 - the student's contact information,
 - a Record of Registration form (which contains the student's contact information along with the start and completion dates); this will be used to record the status of lessons and to pay the Counsellor for their services.
 - Maintain a file for each student.
 - Enter information in the Registration Data spreadsheet.
 - Provide a fiscal year end deferral report to the Treasurer on the status of each student.
 - Amend completion dates if an extension is requested.
 - Remit a Counsellor payment form to the Treasurer (based on the Record of Registration) once the course has been completed, or if the student withdraws from the course, or the student is suspended due to inactivity or the inability of the counsellor to make contact with them.
- For EAC/ACB Owned Project registrations:
 - Forward project text, which is downloaded from Google Drive, to the student.
 - Enter information on the Registration Data spreadsheet.
- For Patterns & Charts (Projects by eMail) registrations:
 - Forward student contact and order information to the designer.
 - Enter information on the Registration Data spreadsheet.
 - Maintain and submit the payment schedule to the Treasurer.

- For Cyber Project registrations:
 - At the close of the registration period, forward a Record of Registration to the designer.
 - Enter information on the Registration Data spreadsheet.
 - Maintain and submit the payment schedule to the Treasurer.
- Report open/active registrations to the Education Director for each of the Education Committee meetings and Board meetings, or upon request of the Education Director.
- Prepare and submit reports for the Board, AGM and Education Committee meetings to the Education Director and/or in Drive.
- Keep the Education Director informed of concerns or problems.
- **In the final year of the term**, work with the Incoming Registrar for a smooth transition.

Meetings to Attend

Attend the virtual Board, AGM and Education Committee meetings.

May attend, at own expense, the in-person Board and Education Committee meetings at Seminar, unless specifically requested by the Board. Both these meetings have the option to attend virtually.

Skills & Tools Required

- Excellent communication skills, tact and diplomacy.
- Will need access to a personal computer – desktop, laptop, or tablet. The programs and applications used by EAC/ACB are Microsoft based; if the incumbent has an Apple device, they will need to be able to convert/adapt to the android environment.
- Ability to interpret, apply, and convey policy and contract details.
- Excellent organizational skills.
- Software/Application skills: Gmail, Microsoft Word and Excel.
- Understanding of shared, cloud-based file system.

Skills Developed

- Detailed knowledge of the operation of EAC/ACB, including the Education Committee.
- Opportunity to become involved with decision-making and program development.
- Interpersonal skills working with the Education team and national Board members.

Registrar Timeline

Note: The actual Board meetings, Education meetings, and seminar dates may vary in each fiscal year. The following timeline is just a guideline.

Ongoing

As outlined in the *Duties* list (above).

Maintain files and reports

Reply to correspondence in a timely fashion

Submit expense forms to the EAC/ACB Treasurer regularly

January/February

Attend the virtual Education Committee meetings and Board meeting.

March

Attend the virtual AGM.

April

Prepare and submit a report to the Education Director for May Board and Education meetings.

May

Attend the Board and Education meetings at the seminar, if possible. There are options to attend virtually.

June

At the end of the term of office:

Update this Job Description.

Work with the incoming Registrar to ensure a smooth transition.

July/August

Prepare and submit the year-end financial Technique Study deferral report to the Treasurer.

Prepare the annual report for the August fiscal year-end.

Prepare and submit a report to the Education Director for the September Board and Education meetings.

September

Attend the virtual Education Committee meetings and Board meeting.

October

Prepare and submit a report to the Education Director for November Board and Education meetings.

November

Attend the virtual Education Committee meetings and Board meeting.

December

Prepare and submit a report to the Education Director for the January/February Board and Education meetings.