



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

# Secretary

## Job Description

**Date:** 2024-08

**Next review date:** 2026-08 (two years)

**Type:** Officer

**Reports to:** EAC/ACB President

**Term:** Two-year term; may be re-elected for an additional two-year term

### Function

- To record and distribute the minutes of the Board of Directors Meetings
- To assist the President and any other board member as required
- Signing officer of the Board

### Time Commitment

#### Meetings

##### Board Meetings

- Preparation: 3 to 4 hours for each meeting
- Online Board Meetings: approximately 3 to 4 hours for four to six meetings per year
- In-person Board Meeting at the Seminar: 2 days

##### AGM

- Preparation of Annual General Meeting (AGM) Booklet: 10 hours, including time for email reminders to Board members to submit reports
- Virtual AGM: 2-3 hours
- Follow-up from meetings: 4-5 hours
- General Administration: 10-15 hours per month

### Documents

Documents that are associated with this position include:

- *Policy List Schedule A*

- Board and AGM agendas and minutes
- Motion Book
- AGM Booklet
- Board contact lists

## Duties

- Use EAC/ACB's online file management system to create, maintain, organize and track EAC/ACB folders, sub-folders, and files such as documents, spreadsheets, presentations, etc.
- Maintain board contact lists.
- Request Board reports from board members 2 to 4 weeks before board meeting dates.
- Prepare folders for board meetings and the AGM reports and agenda as required.
- Prepare board meeting agendas in consultation with the President, including previous meeting action items and items from the incoming board meeting reports. Schedule Board Meetings on Zoom and send invitations to board members and appointees.
- Finalize the minutes, include a record of the results of all motions, and prepare an action list based on the discussions at the meeting.
- Update the *Motion Book* with all motions made during various meetings
- Request annual reports from Board Members to submit AGM reports to the AGM folder for inclusion in the AGM Booklet
- Prepare the Secretary's AGM report, including input from the appointees who report to the Secretary.
- Prepare the AGM Booklet from the annual board reports. Finalize it in time for upload on the website so the URL is ready for inclusion in the AGM Notice.
- Liaise with the Tech Specialist to upload the AGM Booklet to the website.
- Prepare an annual AGM Notice; mail it to members without an email address and email it to the remaining members following the timelines stated in the Bylaws.
- Maintain the *Policy List Schedule A* and advise Board Members when documents they are responsible for need to be reviewed. Track the policies/procedures and job descriptions being reviewed per the *Board Document Review Processes* document.
- Seminar:
  - Contact the Treasurer before the seminar to ensure the correct pins will be brought.

- Coordinate a list of travel information and dietary and mobility needs for the board members and appointees attending the board meeting before the seminar. Forward the list to the Seminar Liaison and Seminar Chair(s).
  - Determine the sizes of rooms based on expected attendance, equipment (e.g., hybrid meeting system, projector, whiteboard, etc.) and seating setup required for EAC/ACB meetings held at the seminar (Board Meeting, Education Meeting, Chapter Presidents Meeting), and if there will be any special interest presentations on Registration Day and complete the *Seminar Daily Room Requirements* template and inform the Seminar Liaison and Seminar Chair(s).
  - Ensure award certificates are printed for all awards and brought to the seminar.
  - During the seminar, find out who all the Award winners are, maintain a list of the Award winners and have names filled in on the appropriate award certificates and determine who will be handing out which award and when ( EAC/ACB Luncheon or at the Seminar Banquet)
  - Prepare name placeholders for board members and appointees attending the EAC/ACB Luncheon.
  - After the seminar, submit a completed expense reimbursement form to the Treasurer.
- Respond to correspondence as required.
  - Inform the President of any concerns or problems.
  - Maintain good communication with board members.
  - When notified of the death of a member, forward the information to the Membership Director.
  - Update the job descriptions and SOPs associated with this position.
  - Promote EAC/ACB at every opportunity.
  - Work with the incoming replacement to teach the position's duties so that there is a smooth transition during the final year of the term.

## Meetings to Attend

- Board Meetings
- Annual General Meeting

## Skills Required

- Ability to record and transcribe accurate meeting minutes
- Excellent communication skills, tact, diplomacy
- Excellent organizational skills

- Word processing skills with access to home computer, including email
- Ability to set and work within timelines
- Interest in needlework

## Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Knowledge and experience of participation in formal board meetings, adoption of motions, establishment of policies, etc.
- Interpersonal skills working as a national board member
- Knowledge and experience with Google Workspace apps Drive, Contacts, Calendar and Google Docs.
- Knowledge and experience with Zoom cloud-based video conferencing platform for video conferencing and hybrid meetings, webinars, and meeting recordings.

## Timeline

### January

- Mail the *AGM Notification* to those EAC/ACB members who do not have email.
- Liaise with the Tech Specialist to email the *AGM Notification* to the EAC/ACB members with email.
- Four weeks before the online meeting in February, request reports and agenda items from board members.
- Two weeks before the online meeting, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.

### February

- Online February Board Meeting: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update Policy List Schedule A, and inform the web team about documents to be formatted and uploaded to the website, etc.
- Send a draft copy of the minutes to the board for comments.
- Prepare a slide show presentation for the March AGM in consultation with the board.

### March

- The AGM is held on the first Saturday in March. Take minutes of the meeting and run the voting polls on Zoom.

- Send a draft copy of the minutes to the board for comments.
- Following the AGM, send an approved copy of the draft minutes of the meeting to the web team to post on the website. Note the minutes are voted on at the following year's AGM and must remain in draft form until the membership approves them.
- Start collecting travel information, dietary and mobility concerns, and other information required for those board members attending the Board Meeting at the seminar.
- If a March board meeting is being held:
  - Four weeks before the online meeting in March, request reports and agenda items from board members.
  - Two weeks before the online meeting, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.
  - Online March Board Meeting: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update Policy List Schedule A, and inform the web team about documents to be formatted and uploaded to the website, etc.
  - Send a draft copy of the minutes to the board for comments.

## **April**

- Four weeks before the in-person meeting before the seminar, request reports and agenda items from board members.
- Two weeks before the online meeting, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.
- Notify the Seminar Liaison and Seminar Chair(s) of travel plans of the Board.
- Using the Seminar Daily Room Requirements spreadsheet, notify the Seminar Liaison and Chair (s) of room requirements for various meetings at the seminar.
- Prepare a list of all awards, who is giving them, and when. Inform the Treasurer of the pins required at the seminar.
- Print the award certificates in colour and bring them to the seminar. During the seminar, find out the award winners, maintain a list of them, and have their names filled in on the appropriate award certificates.
- Prepare name placeholders for board members and appointees attending the board meeting and EAC/ACB Luncheon.

## **May**

- Attend the board meeting at the seminar: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update

Policy List Schedule A, and inform the web team about documents to be formatted and uploaded to the website.

- Send a draft copy of the minutes to the board for comments.

## **August**

- Four weeks before the September online board meeting before the seminar, request reports and agenda items from board members.
- Two weeks before the online meeting, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.
- Inform the board members of when their annual reports, which include their appointee reports, are due.
- At the end of the term: Update the job descriptions and SOPs associated with this position.

## **September**

- Start receiving annual reports and begin preparing the AGM booklet.
- Online September board meeting: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update Policy List Schedule A, and inform the web team about documents to be formatted and uploaded to the website, etc.
- Send a draft copy of the minutes to the board for comments.

## **October**

- Four weeks before the online board meeting in November, request reports and agenda items from board members.
- Two weeks before the online meeting, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.

## **November**

- Online November board meeting: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update Policy List Schedule A, and inform the web team about documents to be formatted and uploaded to the website, etc.
- Send a draft copy of the minutes to the board for comments.
- Finalize the AGM Booklet so it is ready for dissemination in January.

## December

- Liaise with the Tech Specialist to have the *AGM Booklet* and other AGM information posted on the EAC/ACB website.

## Ongoing

- Update and maintain the board contact lists, one with and one without contact information (under Admin for All).
- Forward the EAC/ACB logo and letterhead as requested.
- Reply to correspondence in a timely fashion.
- Submit quarterly expense forms as necessary (see the *Board of Directors Expense Policy*); expense forms are available under Admin for All.
- Promote EAC/ACB.
- When notified of the death of a member, inform the Membership Director.