



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

Secretary Job Description

Date: 2026-08

Next review date: 2028-08 (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 4 to 5 hours for four to six meetings per year
- In-person Board Meeting at 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 and policy reviews

- 10-15 hours per month

Documents

Documents that are associated with this position include:

- SOP: Secretary
- SOP: Secretary Timeline
- SOP: Policy & Job Description review process
- EAC/ACB Bylaws
- Master Job Description and Policy Review spreadsheets
- Board and AGM agendas and minutes
- Motion Books
- AGM Booklet
- Board contact lists

Duties

- Use EAC/ACB's online file management system (the Drive) to create, maintain, organize and track folders, sub-folders, and files such as documents, spreadsheets, presentations, etc. that are pertinent to the Secretary.
- Maintain board contact lists.
- Request Board reports from board members 4 weeks before board meetings where a quarterly report is required.
- Prepare folders on the Drive for board meeting minutes and agenda, 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 most current *Motion Book* with all motions made during all meetings and from electronic motions.
- Request annual reports from Board Members to submit AGM reports to the AGM folder on the Drive 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 Master Policy and Job Description spreadsheets and advise Board Members when documents (i.e. Policies and Job Descriptions) they are responsible for, need to be reviewed. Track the policies/procedures and job descriptions being reviewed as per the SOP Policy and Job Description review process.
- Seminar:
 - 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 room requirements 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, based on expected attendance, equipment needed (e.g. projector, screen, whiteboard, etc.) and seating setup. Complete the *Seminar Daily Room Requirements* template and provide it to the Seminar Liaison and Seminar Chair(s).
 - Obtain a list of current seminar awards from the Vice President.
 - Contact the Treasurer before the seminar to ensure the correct pins and required cheques for prizes will be brought to Seminar.
 - Ensure Seminar Award and Adjudication certificates are printed for all Seminar Awards and brought to the seminar.
 - During the seminar, have award winner's names filled in on the appropriate award certificates with the appropriate signatures, maintain a list of all the Seminar Award winners plus the names of their entries and determine who will be handing out which award and when (Board Luncheon or at the Seminar Banquet). Add the winners to the awards and exhibitions spreadsheet and provide the information to the communications team for publication.
 - Prepare name placeholders for board members and appointees attending the Board 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 whose members are dispersed across the country.
- 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 (see detailed timeline in SOP: Secretary)

August

- Four weeks before the September online board meeting, 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.

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 the Master Policy review spreadsheet 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 in November, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.
- Using the Seminar Daily Room Requirements spreadsheet, notify the Seminar Liaison and Chair (s) of room requirements for various meetings at the seminar.

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 the Master Policy Review document 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.

December

- Finalize the AGM Booklet so it is ready for dissemination in January.
- Four weeks before the online meeting in January, request reports and agenda items from board members.
- Two weeks before the online meeting in January, ensure that reports have been uploaded to the board meeting folder, and prepare the agenda in consultation with the President.

January

- Mail the *AGM Notification* to those EAC/ACB members who do not have email on date determined at online meeting in January.
- Liaise with the Tech Specialist to have the *AGM Booklet* and other AGM information posted on the EAC/ACB website.
- Liaise with the Communications Director to email the *AGM Notification* to the EAC/ACB members with email on date determined at the online meeting in January.

- Online January Board Meeting: Take minutes, prepare an action items list, update the Motion Book, follow up on any impacted policies and procedures, update the Master Policy Review document 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.

February

- Ensure the slide show presentation for the March AGM has been prepared and reviewed by the Board.
- invite the Board Members as Panelists to the AGM webinar
- Prepare the Zoom voting polls for all AGM motions.
- Prepare and schedule a practice AGM webinar for the Board. Send out webinar invitations to the Board Members as Panelists to the practice Webinar and the actual Webinar.

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 AGM minutes to the board for comments.
- Following the Board review of the draft AGM minutes, 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 the Master Policy review document, 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.
- Get the list of all current Seminar Awards from the Vice President, who is giving them, and when. Inform the Treasurer of the pins and award cheques required at the seminar.
- Print the Seminar Award certificates in colour and bring them to the seminar.
- 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 the Master Policy review document 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.
- During the seminar, maintain a list of the Seminar Award winners, and have their names filled in on the appropriate award certificates with the appropriate signatures.
- After the Seminar, submit a completed expense reimbursement form to the Treasurer.

June/July

- At the end of the term: Update the job descriptions and SOPs associated with this position.

Ongoing

- Update and maintain the board contact lists, one with and one without contact information (under Admin for All).
- Approve RBC PayEdge orders when advised by email by the Treasurer
- 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.