



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

Youth Embroiderers Assistant Job Description

Function

Appointee to the EAC Board

Act as liaison between Youth Embroiderers (YEs), their leaders and the Board

Process new YE memberships and renewals

Act as Registrar for Youth Correspondence Courses

Produce quarterly newsletter (Youth Embroiderers News – YEN)

Write periodic articles for *Embroidery Canada*

Liaise with YE sponsors

Length of Commitment

Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position

Duties

Relating to Youth Embroiderers Membership:

Maintain a master roster of all youth embroiderers on spreadsheet

Keep EAC Membership Director up to date with status of YE membership

Forward YE fees, names, and other necessary information to Membership Director

Send out New Member's Kit to new members; include Eleanor Thomas Youth Bursary (ETYB) information for all members

Send out new membership card to renewing YEs; include a 'goodie' if possible

Ensure that the Youth section of EAC on the website is kept up to date

Work with the Webmaster to post visual and written information of interest to youth

Forward information for new Youth Chapter start-up as requested and provide guidance for leaders

Relating to Production of YEN:

Newsletter to be 7 to 12 pages, double-sided to include projects, activities, general needlework information geared to children 9 to 17 years of age

Include fabric/thread samples as available, call for applications to ETYB, and information from *Embroidery Canada* articles

Email Chapter leaders ahead of YEN mailing to confirm Chapter Roster

Mail YEN to youth membership

Chapter Leaders, EAC Board and contributors to YEN will receive YEN via email in PDF format

Forward updated Chapter Roster via email to Chapter Leaders.

Relating to Registrar for Youth Correspondence Courses:

Receive requests for courses; forward course/kit as requested

Select counsellor for YE and forward YE information to her/him

Ascertain that counsellor has a copy of Counsellor's Checklist/lesson

Maintain roster of YEs taking courses, follow up if necessary

Collect fees and forward to EAC Treasurer

Other Duties:

Prepare a yearly article for *Embroidery Canada* about YE activities or things of interest to Yes, include photos of Youths' stitched items if available

Receive applications for ETYB and collaborate with EAC President to determine recipient(s); notify recipient(s); publish names/award in YEN

Submit articles/photos/projects/information to the Webmaster

Contact sponsors for contents of New Member's Kit (provide at least one month lead time)

Reprint Needlework Notebook as necessary for inclusion in New Member's Kit

Update YE brochure periodically

Review Youth Embroiderers Guidelines periodically and update as necessary

Keep EAC President informed of concerns or problems

Reply to correspondence in a timely fashion

Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures

Prepare and present report to the semi-annual Board meetings

Final year of term:

Work with new appointee to learn position for a smooth transition

Time Commitment

Four to seven days per month (maximum days in months when YEN produced)

Meetings to Attend

Youth Embroiderers meeting during Seminar week, if attending Seminar

Skills Required

Ability to research and develop material for youth members

Ability to create a newsletter

Ability to meet deadlines

Excellent communication skills, tact, diplomacy

Excellent organizational skills

Working knowledge of Microsoft Word, Excel; home computer with email and Internet capabilities

Skills Developed

Ability to develop embroidery designs into projects for youth

Knowledge of the operation of EAC

Interpersonal skills working as a national Appointee Board member

YOUTH EMBROIDERERS' DIRECTOR - TIMELINE

January

February **Mail YEN newsletter**

March **By March 20th:**

Submit article for Summer issue of *Embroidery Canada*; include updated information on ETYB

Correspond with Seminar Chair requesting certificates for YE participation at upcoming Seminar

Request that a drop box be placed in Seminar Central for donations to YEs

April Prepare and submit reports for May Board meeting and AGM
Prepare YEN newsletter

May **Mail YEN newsletter**

Chair Youth Embroiderers meeting at Seminar with Chapter Leaders in attendance and anyone interested in starting a YE chapter

June **By June 20th:**

Submit article for Fall issue of *Embroidery Canada*

At the end of term of office:

- Update job description
- Forward all Youth Embroiderers Director files (including computer files/CDs) and donated materials/kits to replacement

July Prepare YEN newsletter

August Mail YEN newsletter

Include updated ETYB Seminar application form in mailings to National Members and Chapter Leaders

September

October **October 31st:**

Deadline for Eleanor Thomas Youth Bursary applications

Prepare and submit report for November Board meeting

November Consult with EAC President re ETYB recipient(s); inform recipient(s)

Prepare YEN newsletter, including names of ETYB recipient(s) and Seminar information

Mail YEN newsletter

December

- Ongoing**
- Reply to correspondence in a timely fashion
 - Contact EAC membership, retail stores, Seminar Committees, suppliers and others for donations to YEs, for use in newsletters, etc.
 - Distribute donated items to youth membership as available
 - Contribute additional reports/articles to *Embroidery Canada* following consultation with Editor
 - Submit expense forms