



**- PAST PRESIDENT -  
JOB DESCRIPTION**

<b>Function</b>	Member of the EAC Board Chair Nominating Committee Chair Bylaw Review Committee Update job descriptions Act as Parliamentarian as needed Act as Liaison between Archives and the EAC Board
<b>Length of Commitment</b>	Two-year term
<b>Duties</b>	<p>Update the Board job descriptions/timelines in consultation with Board members. Once complete send files to Board members and Webmaster for website</p> <p>Ascertain the wishes of Board members in fulfilling the two-year term of their mandate and their wish for future positions on the Board</p> <p>Form a Nominating Committee in the summer of the second year of term for elected members of Board of Directors</p> <p>Present 'Call for Nominations' three times prior to presenting slate of nominees for election (use <i>Embroidery Canada</i>, Regional Directors' newsletters or other means to reach all members). Send information to Webmaster</p> <p>Work with Nominating Committee to facilitate interviews of nominees as per Nominating Committee Policy and Guidelines</p> <p>Present a list of Appointees for the upcoming term at the November Board meeting in the first year of term</p> <p>Present a slate of Officers and Directors for election for the upcoming term at the November Board meeting in the second year of term (prior to AGM elections)</p> <p>Facilitate publication of nominees' profiles and ballots in Winter issue of <i>Embroidery Canada</i> prior to election; acclaimed nominees' profiles in the Spring issue of <i>Embroidery Canada</i>; and, announcement of full new Board of Directors, or any new Appointee changes in Summer issue of <i>Embroidery Canada</i></p> <p>Receive and count ballots (both paper and electronic) with the numbers to be confirmed by two scrutinizers</p> <p>Announce elected Board members at AGM in second year of term</p>

Organize Bylaw changes as needed  
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 reports to the Board meetings  
Prepare report for AGM booklet

**Time Commitment**

25 to 30 hours per month  
Additional time as necessary to respond to correspondence, etc.

**Meetings to Attend**

Board meeting at Seminar  
Board meetings online throughout the year (approx. 3)  
AGM, if attending Seminar

**Skills Required**

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

**Skills Developed**

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

## PAST PRESIDENT - TIMELINE

NOTE: Elected Board positions change hands in even-numbered years. Appointees change positions in odd-numbered years.

### July

#### **In first year of term:**

Read through new Job Description and ask any questions of outgoing Past President

Contact current Appointees to see if they will re-offer for the positions they currently hold

#### **In second year of term:**

Form Nominating committee for elected positions on Board of Directors

### August

#### **In first year of term:**

Attend online meeting

#### **In second year of term:**

Send any requests or information to appropriate Regional Director(s) for Fall Regional meeting(s), and to National Appointee for distribution

#### **Both years:**

Make contact with possible new Board members

Send information to Regional Directors and National Appointee asking for requests to be sent to Chapters and Nationals for future Board members, both elected and appointed

Ask Board members to review Association bylaws and recommend any necessary changes

### September

#### **In the first year of term:**

Search out new Appointees, if necessary, and contact Board members responsible for overseeing these positions to assist with interviews

Invite Regional Directors to question the Chapter Presidents at the Regional meetings for recommendations for future Board members

#### **In second year of term:**

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

Work with Nominating Committee to search out new Board members

#### **Both years:**

Submit any Bylaw changes by September 10<sup>th</sup> for inclusion in *Embroidery Canada* Winter issue

## October

### **In first year of term:**

After October 1<sup>st</sup> deadline, work with the appropriate Board members to conduct the interviews of the nominees for Appointees to the Board, with all interviews to be concluded by month's end. Thereafter, collect biographical information and photos of proposed slate of Appointees and present to the Board meeting for approval, and send to Editor of *Embroidery Canada* for Winter/December issue, and to Webmaster

### **In second year of term:**

After October 1<sup>st</sup> deadline, work with the Nominating Committee to conduct the interviews of the nominees for election to the Board, with all interviews to be concluded by month's end. Prepare report for Board meeting

### **In both terms:**

Prepare and submit report for November Board meeting

## November

### **In first year of term:**

Notify new Appointees of their positions which start officially July 1<sup>st</sup>, and welcome them to the Board. Encourage them to attend the online meetings and to talk with the outgoing Appointee in the position, and their specific reporting Board member over the next few months

### **In second year of term:**

Present nomination report to Board meeting and ask for motion to accept slate. Contact nominees for Board positions notifying them of results and requesting photos and Biographies (suggest 250 words) for *Embroidery Canada* and the website to be sent as soon as possible; contested positions needed for Winter issue and non-contested for Spring issue, but both needed ASAP

### **Both years:**

Attend online Board meeting, present reports

## December

### **In first year of term:**

By December 10<sup>th</sup>, send Biographical information and photo of any new Appointees to *Embroidery Canada* Editor for inclusion in Spring issue

By December 10<sup>th</sup>, send Call for Nominations for elected positions on the Board to *Embroidery Canada* for Spring issue

### **In second year of term:**

Complete information gathering of Biographies and photos for publication (see November)

Contact Webmaster for setup of electronic ballot to be released in same timeframe as magazine ballot

By December 10<sup>th</sup>, prepare Call for Nominations for Appointees to the Board; submit advertisement to *Embroidery Canada* for Spring issue

- January**            **Both years:**  
Prepare report for online meeting
- February**           **In first year of term:**  
Contact current elected Board members requesting any changes to their Job Descriptions and Timelines by the end of the month  
**In second year of term:**  
Submit call to Webmaster for Nominations for Appointees  
**Both years:**  
Attend online Board meeting
- March**               **In first year of term:**  
Send Call for Nominations for elected positions on the Board to Webmaster and to Regional Director(s) and National Appointee for distribution to members  
Send updated Job Descriptions to Board members and to Webmaster  
By March 10<sup>th</sup>, send second Call for Nominations for elected positions on the Board to *Embroidery Canada* for Summer issue  
**In second year of term:**  
By March 10<sup>th</sup>, send second call for Nominations for Appointees to the Board to *Embroidery Canada*
- April**                **In second year of term:**  
If an election to the Board is required, arrange with Editor of *Embroidery Canada* to leave room in Summer issue for results  
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  
**Both years:**  
Prepare AGM Report and main Board Report and submit for meetings at Seminar  
If either Regional meeting is being held in the Spring, send any requests for nominations to the pertinent Regional Director
- May**                 **In first year of term:**  
Contact elected Board members to ascertain whether they wish to be nominated for a second term, or for another position on the Board

Send out call for members interested in being on Nominating Committee  
Send new slate of Appointees to Webmaster for inclusion on website

**In second year of term:**

Present report on election results at AGM, present new slate, ask for motion to destroy election ballots. Provide copy of report to Secretary. If unable to attend AGM, President will present this report

Contact nominees involved in an election personally to advise them of their status (i.e. won or lost the election)

If there has been an election, submit article reporting on the results to *Embroidery Canada* for Summer issue

Submit new slate of Board members to Webmaster for inclusion on website before July 1<sup>st</sup>

**In both years of term:**

Attend and present report at Board meeting

Present pins to incoming Board members or Appointees at AGM or arrange for someone else to do it if not attending

**June**

**In first year of term:**

By June 10<sup>th</sup>, send Third Call for Nominations for elected positions on the Board to *Embroidery Canada* for Fall issue

**At the end of term of office:**

- Update job description
- Forward Past President files to replacement as soon as possible

**Ongoing**

Participate in online meetings of Board throughout the year

Reply to correspondence in a timely fashion

Submit regular expense forms

Advise on Policies as requested

Promote EAC