



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

**- SAMPLER REGISTRAR -  
JOB DESCRIPTION**

<b>Function</b>	<b>Appointee to the EAC Board of Directors</b> Records the details of samplers of all types in Canadian collections using information collected by EAC members following the Board approved documentation procedures
<b>Length of Commitment</b>	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
<b>Duties</b>	Communicates with EAC Chapters and national members requesting assistance in documenting Samplers of all types held in Canadian institutions and private collections following Board approved procedures Records the specific details of Samplers from information gathered by EAC members on the media approved by the Board Communicates with the EAC Librarian in a timely fashion providing any additions and changes to the Sampler Registry on the media approved by the Board Submits written semi-annual reports to the Board Submits an annual proposed budget to the Board Communicates with the Editor of <i>Embroidery Canada</i> presenting pertinent Sampler Registry information for publication Communicates with the EAC Webmaster presenting pertinent Sampler Registry information for inclusion on the EAC website Reviews regularly and determines the cost of copies of the Sampler Registry provided to researchers in consultation with the EAC Treasurer and the EAC Librarian <b>Final year of term:</b> Work with new appointee to learn position for a smooth transition
<b>Time Commitment</b>	Varies
<b>Meetings to Attend</b>	None required, may attend the semi-annual Board Meetings and the AGM at own expense

**Skills Required**

An interest in the history and recording of sampler information

Communication, organizational and 'people' skills

Intermediate word processing skills with access to a home computer

Research skills

Ability to coordinate with diverse groups

**Skills Developed**

Expanded knowledge of embroidered samplers of many types

Greater awareness of the historical significance of Canadian embroidery and of Canadian samplers