



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

## **- SECRETARY - JOB DESCRIPTION**

<b>Function</b>	<p>Elected Officer of the EAC Board</p> <p>Reports to the President</p> <p>To record and distribute the Minutes of the Board of Directors' Meetings</p> <p>Coordinate EAC Exchange Events</p> <p>To assist the President and any other Board member as required</p> <p>Signing officer of the Board</p>
<b>Length of Commitment</b>	<p>Two-year term; may be re-elected for one additional two-year term</p>
<b>Duties</b>	<p>Update and maintain list of Board Executive and contact information located on Google Drive: EAC Board&gt;Membership&gt;EAC Board Executive. Two documents, one with and one without contact information</p> <p>At beginning of term: Update Reporting Structure document located on Google Drive: EAC Board&gt;Secretary: EAC Reporting Structure</p> <p>Prepare Agendas for Board Meetings and AGM in consultation with the President (Board Meeting and AGM at Seminar, four to six Online Meetings throughout the year)</p> <p>Call for Board reports and send reminders to ensure Reports are submitted in advance of meetings; distribute as necessary</p> <p>Upload Agenda to Google Drive</p> <p>Receive copies of AGM Reports from appropriate Board members</p> <p>Prepare AGM Booklet and send to Seminar Chair Appointee for printing. After Seminar send a copy to the Web Team, upload to Google Drive</p> <p>Prepare a list of all Pins and Awards presented at AGM and Seminar, who is giving them out and at which event, send to the Board prior to Seminar BOD Meeting. After Seminar send to the Web Team, upload to Google Drive</p> <p>Contact the Treasurer prior to Seminar to ensure correct pins will be brought to Seminar</p> <p>Print Award Certificates in colour for Seminar (downloaded from Google Drive: EAC Board&gt;Seminars&gt;Seminar Templates &amp; Manuals&gt;Certificates), ensure they are filled out, brought to Seminar and distributed to presenters</p>

Prepare name place holders for EAC Board Officers, Directors and Appointees who will be attending the Board and AGM Meetings

Record and transcribe the Minutes of the Board Meetings and AGM; prepare separated list of Action Items, upload to Google Drive, distribution as required

Circulate Online Motion, track voting and advise Board of result

Update Motion Books as required

Upload approved Minutes to Google Drive, send copy to Web Team

Update Policies and Procedures as approved by the Board; accept the tracking changes and forward the unformatted text to the Webmaster or his/her delegate for placement on the EAC website. Update "Documents for Website" document in Google Drive (EAC Board>Policies>Documents for Website.docx) when documents have been sent to Web Team

Update Policy List Schedule A with new dates as documents are updated – send to Web Team (EAC Board>Policies)

Maintain originals of the Chapter Resource Manual, Motion Book, etc. in Google Drive as required

Respond to correspondence as required

Forward the current EAC logo and letterhead digitally to those who need this to print their own letterhead and return addresses

Keep President informed of concerns or problems

When notified of the death of a member, inform the Membership Director

For EAC Challenges and Exchanges, send to the hosting Guild a copy of the EAC Challenge/Exchange Report form; receive the completed Report and forward information to the appropriate places (e.g. Communications, Web Team). Provide a Report of Exchange activities for EAC Board Meetings

Coordinate a list of travel information, dietary and mobility needs for the Officers, Directors and Appointees who will attend Seminar and forward list to the Seminar Chair Appointee. Determine who will be attending the Board Meeting and who will be attending the AGM

Send list of Board/AGM Meeting requirements to the Seminar Meetings Coordinator (size of room based on attendance, special equipment requirements i.e. projector, whiteboard, etc.) including Special Interest presentations given on Registration Day

In final year of term, work with incoming Secretary to learn position for a smooth transition

Update Job Description and SOP

**Time Commitment****Board Meetings:**

- Preparation: 6 to 8 hours for each meeting
- Attendance at Board Meetings: 3 to 5 days (in person at Seminar)
- Online Meetings: approximately 3 to 4 hours for four to six meetings per year

**AGM:**

- Preparation of AGM Booklet: 8 hours plus additional time for email reminders to Board members to submit Reports
- Day 1 of Seminar: 1 day

Follow-up from meetings: Transcribe Minutes, update Policies and Procedures, digitally distribute documents to Board, Web Team, update Motion Book and Manuals, etc. - 20 hours

Additional time as necessary to respond to emails, etc. and to track Agenda items for upcoming meetings - 15 hours per month

**Meetings to Attend****Board Meetings:**

- In person at Seminar - 2 days
- Four to six 3 - 4 hour Online Meetings throughout the year (approximately August or September, November (2 days), February and March)

**AGM:**

- In person at Seminar - 1 day

**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

**Skills Developed**

Knowledge and experience of participation in formal Executive Meetings, adoption of Motions, establishment of Policies, etc.

Detailed knowledge of the operation of EAC

Interpersonal skills working as a national Board member

Knowledge of workings of Google Drive and Google Docs, Google Calendar

## SECRETARY - TIMELINE

### January

Begin to collect travel information, dietary and mobility concerns, and other information as outlined in the EAC Seminar Meetings Coordinator job description from those attending the Board Meeting and AGM at Seminar and relay this information to the EAC Seminar Meetings Coordinator and Seminar Liaison

Communicate regularly with the EAC Meetings Coordinator and Seminar Liaison until after Seminar concludes

Investigate with the Seminar Meetings Coordinator the cost of printing the AGM Booklet, the date when the Booklet must be received and the format needed

Alert the Officers and Directors of the date when their Reports which include their Appointee Reports are due - allow a minimum of 2 weeks to prepare the Booklet after this deadline (April 1<sup>st</sup> - deadline for Reports; April 15<sup>th</sup> - deadline for submission for printing)

#### **January and February:**

Four weeks before the Online Meeting, request Reports and Agenda items from Officers and Directors

Prepare a Report of Exchange activities for EAC Board Meetings, upload to Google Drive

Two weeks before Online Meeting, ensure that Reports have been uploaded to Google Drive; prepare Agenda in consultation with the President and upload to Google Drive

#### **Late January/early February**

Online Meeting - take Minutes, transcribe, prepare Action Items List, upload to Google Drive, update Policies and Procedures, Motion Book, Policy List Schedule A, send documents to Web Team, update Documents for Website document, etc.

### February

#### **End February**

Alert Officers and Board members that a Report for the AGM Booklet is needed by late March

### March

If a March Online Meeting is being held, four weeks before the Online Meeting, request Reports and Agenda items from Officers and Directors

Two weeks before Online Meeting, ensure that Reports have been uploaded to Google Drive; prepare Agenda in consultation with the President and upload to Google Drive

#### **Late March**

Online Meeting - take Minutes, transcribe, prepare Action Items List, upload to Google Drive, update Policies and Procedures, Motion Book, Policy List

Schedule A, send documents to Web Team, update Documents for Website document, etc.

Email Officers and Directors requesting that Reports for the Board Meeting at Seminar be uploaded to Google Drive; collect Reports for the AGM from Officers and Directors

Notify EAC Seminar Meetings Coordinator of travel plans of the Board

## **April**

Prepare AGM Booklet and forward for printing (get a copy of the Annual Challenge advertisement from the *Embroidery Canada* Editor/Communications Team for back cover)

Send reminders to ensure that all Board members and Appointees have submitted a Report in advance of the Board Meeting at Seminar

Prepare a list of all Awards, who is giving them out and when. Inform the Treasurer of pins required at Seminar

Print Award Certificates in colour (downloaded from Google Drive: EAC Board>Seminars>Seminar Templates & Manuals>Certificates), ensure they are filled out, brought to Seminar and distributed to presenters

Prepare name place holders for EAC Board Officers, Directors and Appointees who will be attending the Board and AGM Meetings

## **May/June**

Remind Officers and Directors to upload to Google Drive Reports and other documents for Board Meeting prior to meeting; prepare Agenda in consultation with the President and upload to Google Drive

Complete set of Board Reports may be sent digitally to Chapter Presidents on request

Prepare a Report of Exchange activities for EAC Meetings, upload to Google Drive

Attend Board Meeting to record Minutes

Transcribe Minutes, prepare Action Items List, upload to Google Drive, update Policies and Procedures, Motion Book, Policy List Schedule A, send documents to Web Team, update Documents for Website document, etc.

Attend AGM during Seminar to record Minutes

Following the AGM, transcribe a draft of the Minutes of the meeting and upload to Google Drive; send a copy to the Web Team. Send a copy of the AGM Booklet to the Web Team \*Note the Minutes are voted on at the next year's AGM and must remain in draft form until such time as they are approved by the membership

## **August/September**

Four weeks before the Online Meeting, request Reports and Agenda items from Officers and Directors

Prepare a Report of Exchange activities for EAC Board Meetings, upload to Google Drive

Two weeks before Online Meeting, ensure that Reports have been uploaded to Google Drive; prepare Agenda in consultation with the President and upload to Google Drive

**Late August or September**

Online Meeting - take Minutes, transcribe, prepare Action Items List, upload to Google Drive, update Policies and Procedures, Motion Book, Policy List Schedule A, send documents to Web Team, update Documents for Website document, etc.

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

Update job description and SOP

**October/November** Four weeks before the Online Meeting, request Reports and Agenda items from Officers and Directors

Prepare a Report of Exchange activities for EAC Board Meetings, upload to Google Drive

Two weeks before Online Meeting, ensure that Reports have been uploaded to Google Drive; prepare Agenda in consultation with the President and upload to Google Drive

**Early to mid-November**

Online Meeting - take Minutes, transcribe, prepare Action Items List, upload to Google Drive, update Policies and Procedures, Motion Book, Policy List Schedule A, send documents to Web Team, update Documents for Website document, etc.

**Ongoing**

Update/maintain Board Executive listings, one with/one without contact information

Forward EAC logo and letterhead for use in correspondence as requested

Reply to correspondence in a timely fashion

Submit quarterly expense forms as necessary (see EAC BOD Expense Policy); expense form available from Google Drive

Promote EAC

When notified of the death of a member, inform the Membership Director

For EAC Challenges and Exchanges, send to the hosting Guild a copy of the EAC Challenge/Exchange Report form; remind them to place ads in *Embroidery Canada*; receive the completed Report and forward information to the appropriate places (e.g. Communications)

## SECRETARY – GUIDELINES

### Preparation for Meetings

#### Board Meetings:

It is the responsibility of the Secretary to be able to access the Chapter Resource Manual and previous Minutes at each Board Meeting (these can be found in Google Drive)

Name cards showing the position held by each attendee need to be prepared and distributed for the Board Meeting at Seminar

Audio recordings of the meetings are optional

For meetings at Seminar, prepare a list of all Awards, who is giving them out and when, print colour Award Certificates

#### AGM:

It is the responsibility of the Secretary to ensure that an AGM Booklet is prepared and provided for each person attending the meeting (the Booklet should include the Minutes of the previous year's meeting and an Agenda for the current meeting as well as Reports from the Board). Coordinate with Seminar Meeting Coordinator to have booklets printed at Seminar location to avoid shipping costs

Name cards showing the position held by each Board member should be in place at the head table if appropriate

### Inventory of Stationery and Supplies

Inventory of letterhead, envelopes and postcards is no longer required

Keep the current EAC logo and letterhead in Google Drive to be distributed to those needing such for correspondence and return addresses

### Chapter Resource Manual

Updates in the Chapter Resource Manual are available from the EAC website

This can be printed or used directly from the website

Chapters will be sent a digital copy of the latest Board minutes when the Secretary is given the contact information

### Correspondence

Correspondence is largely conducted digitally, although from time to time the Secretary is called upon to write traditional letters

Upon request the Secretary will forward the current logo and letterhead for use in correspondence

Other correspondence may be requested

## **Expense Reimbursement Forms**

Expense reimbursement forms will be sent digitally upon request to the EAC Treasurer and should be used to record expenses (e.g. postage, ink cartridges, etc. - see EAC BOD Expense Policy)

An advance is not provided to the Secretary

The completed form, with receipts attached (can be electronic scans), is sent to the Treasurer each quarter, or once sufficient expenses have been incurred

Reimbursement will be made through direct deposit to the Secretary bank account - this needs to be set up when the Secretary begins the term