



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

Effective September 1, 2020

CHAPTER DIRECTOR JOB DESCRIPTION

Function	<p>Elected Officer of the EAC Board</p> <p>Maintain regular contact with all Chapters</p> <p>Inform, encourage, assist and transmit concerns to and from the Board and the general chapter membership</p> <p>Handle chapter membership renewals</p>
Length of Commitment	<p>Two-year term; may be re-elected for one additional two-year term</p>
Duties	<p>Act as liaison between Chapter Presidents and the Board</p> <p>Keep EAC President informed of concerns or problems</p> <p>Communicate with Chapter Presidents via newsletters, email, personal letters, telephone, etc.</p> <p>Perform tasks necessary for Chapter membership renewals as soon as possible after notification of receipt of fees.</p> <p>Maintain an up-to-date computer record of EAC chapter membership</p> <p>Answer enquiries concerning chapter membership</p> <p>Keep a correspondence file for each chapter</p> <p>Send updated rosters to each chapter as memberships come due, or as requested</p> <p>Provide electronic membership cards and an updated roster to each Chapter Membership Chairperson as soon as possible after receipt of fees. The Chapter Membership Chairperson will print and distribute their own cards.</p> <p>Notify President, Secretary, Editor, and other Board members of new Chapter formation</p> <p>Collect, copy and distribute Annual Chapter Reports to Chapters in advance of Presidents' Meeting</p> <p>Arrange and chair Presidents' Meetings; distribute Minutes of meeting promptly</p>

As member of the Board of Directors, work on additional projects by choice and as time available

Prepare and present Reports to the Board Meetings; be the “**voice**” of the chapters on the Board

Prepare and submit Report for AGM to Secretary, if asked, present Report if attending seminar

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

Keep EAC President informed of Chapter concerns or problems

Final year of term:

Work with new Director to help her learn position for a smooth transition

Time Commitment

The times given are an estimate based on current responsibilities and skill sets (see timeline for more specifics)

8-12 hours average per month (some weeks 4-6 hours, some weeks 1-2 hours)

Meetings to Attend

In person or via teleconference:

Presidents’ Meetings via teleconference

Board Meetings

AGM if attending Seminar

Presidents Meeting if attending Seminar

Skills Required

Excellent communication skills, tact, diplomacy

Excellent organizational skills

Computer literate, home computer, email, comfortable with spreadsheet (Excel) and mail merge

Skills Developed

Detailed knowledge of the operation of EAC

Interpersonal skills working as an EAC Board member

Enhanced electronic communication skills

Equipment required

Personal Computer capable of loading MS Word and Excel

Printer - need to be able to print both in colour and black and white

CHAPTER DIRECTOR - TIMELINE

EAC memberships are due February 1st, May 1st, August 1st, and November 1st

Month	Time (hours)	Description
January (6)	2	Prepare report for February Board Meeting
	1-2/week	Process chapter renewals – remind chapters of any February memberships outstanding
February (4)	1-2/week	Process chapter renewals – remind chapters of any February memberships still outstanding
March (11)	1	Prepare report for AGM booklet
	2	Send email inviting chapter President or representative to Presidents' meeting at seminar. Ask if they have agenda items. Confirm Presidents' meeting arrangements with Seminar Meeting Coordinator
	4	First of the month, send each chapter list of May renewals
	1-2/week	Rest of month, process chapter renewals
April (7)	2	Prepare report for May Board Meeting
	1	Prepare agenda/materials for seminar President's meeting
	1-2/week	Process chapter renewals
May (8)	4	Chair Presidents' meeting at seminar Follow up from board and Presidents' meeting at seminar Distribute minutes in a timely fashion
	1-2/week	Process chapter renewals
June (10)	1-2	Send chapter report for completion
	4	First of the month, send each chapter list of August renewals and request an updated Chapter Executive list
	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding
July (4)	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding
August (13)	4	Establish date and attendance for Presidents' meetings #1 and #2 in October
	2	Prepare report for September board meeting

	1	Submit final expense form to Treasurer by August 31 st (year-end)
	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding
	2	Last year of term - August 20 th to 25 th - send email to Chapter Membership Chairs - "Thank You" and introduce new Chapter Director
	2	In second year of term , update Job Description.
September (12)	4	Review and distribute chapter reports to those attending Presidents' meeting #1 (held early October) and #2 held later in October
	4	First of the month, send each chapter list of November renewals and request an updated Chapter Executive list
	1-2/week	Process chapter renewals
October (16)	8	Facilitate two Presidents' meetings
	2	Distribute Minutes of Presidents' Meeting to Chapters within three weeks
	2	Prepare report for November Board meeting
	1-2/week	Process chapter renewals - remind chapters of any November memberships still outstanding
November (4)	1-2/week	Process chapter renewals - remind chapters of any November memberships still outstanding
December (8)	4	First of the month, send each chapter list of February renewals
	1-2/week	Process chapter renewals - remind chapters of any November memberships still outstanding

Ongoing

- Check email daily or at least twice a week
- Month prior to Board meeting: provide a report of activities for board meeting
- Attend Board Meetings
- Encourage formation of new Chapters; visit prospective groups as time allows
- Answer correspondence and emails in a timely fashion
- Forward electronic copies of Chapter Newsletters as received to Chapter Presidents and members of EAC Board
- Submit expense forms at least quarterly
- Promote EAC