



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

### ***Effective September 1, 2020*** **INDIVIDUAL MEMBER DIRECTOR** **JOB DESCRIPTION**

<b>Function</b>	<p>Elected Officer of the EAC Board</p> <p>Maintain regular contact with all Individual members</p> <p>Inform, encourage, assist and transmit concerns to and from the Board and the Individual members</p> <p>Handle Individual membership renewals</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>Act as liaison between Individual Members and the Board</p> <p>Perform tasks necessary for Individual membership renewals and provide membership cards to members as soon as possible after notification of receipt of fees.</p> <p>Maintain an up-to-date computer record of EAC members in appropriate categories (Region, International)</p> <p>Answer enquiries concerning membership</p> <p>Keep a correspondence file</p> <p>Communicate with Individual Members via newsletters, email, personal letters, telephone, etc.</p> <p>Prepare and present reports for Board meetings, be the voice of the Individual Members on the Board</p> <p>Prepare and submit report for AGM brochure, if asked, present report if attending seminar</p> <p>Chair Individual Member Meeting held at seminar; distribute Minutes of meeting promptly</p> <p>Forward copies of documents to EAC Archives as per EAC Archives Policy and Procedures</p> <p>Keep EAC President informed of Individual Member concerns or problems</p> <p><b>Final year of term:</b></p>

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

<b>Time Commitment</b>	<p>The times given are an estimate based on current responsibilities and skill sets (see timeline for more specifics)</p> <p>2-4 hours per week; 8-10 hours per month</p>
<b>Meetings to Attend</b>	<p>In person or via teleconference:</p> <p>Spring Board Meeting at Seminar</p> <p>Online Board meetings</p> <p>AGM at Seminar (if attending Seminar)</p> <p>Individual Members' meeting at seminar (if attending Seminar)</p>
<b>Skills Required</b>	<p>Excellent communication skills, tact, diplomacy</p> <p>Excellent organizational skills</p> <p>Computer literate; home computer; email, knowledge of spreadsheet (Excel) and mail merge</p>
<b>Skills Developed</b>	<p>Detailed knowledge of the operation of EAC</p> <p>Interpersonal skills working as a Individual Director</p> <p>Enhanced electronic communication skills</p>
<b>Equipment required</b>	<p>Personal Computer capable of loading MS Word and Excel</p> <p>Printer - need to be able to print both in colour and black and white</p>
<b>Other</b>	<p>Being near a post office would be useful as postage is required to mail out member cards.</p> <p>Being able to cover approximately \$25.00 expenses (for postage) before being reimbursed.</p>

## INDIVIDUAL DIRECTOR - TIMELINE

EAC memberships are due February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>

Month	Time (hours)	Description
January (10)	2	Prepare report for February Board Meeting
	2	First of the month, send reminder email or postcards to Individual members reminding them of February 1 <sup>st</sup> renewal date
	1-2/week	Process Individual renewals
February (9)	1	Send final notice email or postcard to Individual members reminding them of February membership expiry date
	1-2/week	Process Individual renewals
March (10)	1	Prepare report for AGM booklet
	1-2/week	Process Individual renewals
	1	Confirm Individual Member meeting arrangements with Seminar Meeting Coordinator
April (12)	2	Prepare report for Board Meeting (at seminar)
	2	First of the month, send reminder email or postcards to Individual members reminding them of May 1 <sup>st</sup> renewal date
	1-2	Send email to Individual members attending seminar inviting them to the Individual member meeting – arrange for flyer to be put in registration packets for Individual members
	1-2/week	Process Individual renewals
May (9)	1	Send final notice email or postcard to Individual members reminding them of May 1 <sup>st</sup> membership expiry date
	1-2/week	Process Individual renewals
June (9)	1-2/week	Process Individual renewals
	1	Distribute minutes of Individual member meeting
July (10)	2	First of the month, send reminder email or postcards to Individual members reminding them of August 1 <sup>st</sup> renewal date

	1-2/week	Process Individual renewals
August (11)	1	Send final notice email or postcard to Individual members reminding them of August 1st membership expiry date
	1-2/week	Process Individual renewals
	2	Prepare report for Sept Board Meeting
September (8)	1-2/week	Process Individual renewals
October (12)	2	First of the month, send reminder email or postcards to Individual members reminding them of November 1 <sup>st</sup> renewal date
	1-2/week	Process Individual renewals
	e	Prepare report for Nov Board Meeting
November (9)	1	Send final notice email or postcard to Individual members reminding them of November 1st membership expiry date
	1-2/week	Process Individual renewals
December (8)	1-2/week	Process Individual renewals

**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 Meeting  
Month of Board meeting: follow up on any action arising from meeting  
Answer correspondence and emails in a timely fashion  
Submit expense forms at least quarterly and at the end of August (EAC year-end)

**Semi-annually**      Send email newsletter to Individual members

**As Requested**      Send email/cards to Individual members about events