



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

Effective September 1, 2020

- MEMBERSHIP DIRECTOR - JOB DESCRIPTION

Function	Elected Director on the EAC Board To receive membership dues Overall responsibility for EAC Membership records To produce the mailing list for <i>Embroidery Canada</i> To process New members To oversee chapter and individual membership renewals To provide outreach to help find new members and retain current members Maintain Membership Pin Inventory
Length of Commitment	Two-year term; may be re-elected for one additional two-year term
Duties	Oversee an up-to-date computer record of Chapter and Individual EAC members and handle new members and those in Life and Affiliate categories Determine ways to find new members via outreach, fairs and other opportunities to make the public aware of EAC Assist chapters in ways to find new members and retain members Answer enquiries concerning membership Keep a correspondence file Handle returned EC magazines For new chapter members mail a Welcome letter, Member's Handbook and complimentary copy of <i>Embroidery Canada</i> – send the member card to be printed by the Chapter and let Chapter Director know to include with renewals For new Individual members, send a welcome email and mail membership card together with Welcome letter, Member's Handbook and complimentary copy of <i>Embroidery Canada</i>

Deposit all money received for membership and forward deposit info to the Treasurer each month

When notified of the death of a member, request a condolence card be sent to the home of the member and to the President of the Guild of this person; in the case of the death of an Individual Member, a letter of condolence should be sent to the member's home address. Copy the EAC Secretary and President on this email request

Produce a list by email, as requested, for the mailing labels for *Embroidery Canada*

Maintain Membership Pin Inventory

Prepare month-end reports and post monthly. This includes a complete Membership Roster, a chapter executive list and membership statistics

Be prepared to write a column on membership highlights for *Embroidery Canada* as required or on request

Send additional copies of current issues of *Embroidery Canada* to specific Board members, as required

Send past issues of *Embroidery Canada*, when available, to Chapters on request for displays, shows, etc.

Prepare and present reports at and participate in the Board Meetings (online and in person)

Prepare and submit report for AGM brochure, if asked, present report if attending seminar

Notify President, Secretary, Editor, Chapter Director and other Board members of new Chapter formation

Keep President informed of concerns or problems

Forward one copy of Membership List to EAC Archivist as per EAC Archives Policy and Procedures

Time Commitment

10-14 hours average per week (see timeline for more specifics)

Additional time as necessary to write Reports, write *Embroidery Canada* column

Meetings to Attend

Online Board Meetings as scheduled

Board Meeting at Seminar location

AGM, if attending Seminar

President's Meetings (online and at seminar) - optional

Individual Member meeting at seminar, if attending seminar

Skills Required	<p>Computer literate; home computer; email, knowledge of spreadsheet (Excel) and mail merge</p> <p>Excellent communication skills</p> <p>Excellent organizational skills</p> <p>Patience and a sense of humor</p>
Skills Developed	<p>Detailed knowledge of the operation of EAC</p> <p>Public relations skills</p> <p>Interpersonal skills working as an EAC Board member</p>
Equipment required	<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>
Other requirements	<p>Need to have CIBC branch nearby for making deposits once or twice a month</p> <p>Need to have a post office nearby where you can purchase postage for new member packets and purchase stamps</p> <p>Need to be able to cover approximately \$100.00 in expenses before being repaid.</p>

MEMBERSHIP DIRECTOR – TIMELINE

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

Month	Time (hours)	Description
January (12)	1-2/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
February (12)	1-2/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
March (14)	1-2/week	Process new memberships
	2	Last day of month, take members (with February 1 st renewal date outstanding) off the current Membership List
	4	Prepare monthly reports (lists and statistics)
April (13)	1-2/week	Process new memberships
	1	Write report for AGM booklet
	4	Prepare monthly reports (lists and statistics)
May (15)	2	First of month, write Reports for May Board meeting
	1-2/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
	1	Check inventory and take pins to sell at Seminar Central and EAC table on Merchants Mall night at Seminar
June (12)	1-2/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
July (14)	1-2/week	Process new memberships
	2	Last day of month, take members (with May 1 st renewal date outstanding) off the current Membership List
	4	Prepare monthly reports (lists and statistics)
	2	In last year of office – update Job Description
August (14)	1-2/week	Process new memberships
August 31	4	Prepare monthly reports (lists and statistics)
	1	Count the EAC pins and send the inventory numbers to the Treasurer
	1	Send EAC Membership list to Treasurer for her year-end calculations

	2	Last year of term - August 20 th to 25 th - send email to Chapter Membership Chairs - "Thank You" and introduce new Membership and Chapter Directors
September (20)	2	Update the database to add the new Board and Appointees reference and remove the board reference for those no longer on the board
	3-4/week	Process new memberships
	2	Last day of month, take members (with August 1 st renewal date outstanding) off the current Membership List
	4	Prepare monthly reports (lists and statistics)
October (16)	3-4/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
November (12)	1-2/week	Process new memberships
	4	Prepare monthly reports (lists and statistics)
December (14)	3-4/week	Process new memberships
	2	Last day of month, take members (with November 1 st renewal date outstanding) off the current Membership List
	4	Prepare monthly reports (lists and statistics)

On going Deadline for EC issue for membership article: March 10th, June 10, September 10 and December 10.

Update Pin inventory when sales are made

Daily Check email daily

Process new memberships

Answer correspondence and emails

Weekly Review PayPal receipts and send info to Chapter and Individual Member Directors

Monthly Post updated Membership Lists to the document storage area in Google Drive (this includes the current membership list, statistics and a Chapter Executive List)

September to Seminar month - send monthly membership list to Seminar Registrar and remind him/her to remind members who are signed up to attend seminar with memberships that expire before Seminar that they must renew
Deposit any fees received and send deposit slip and deposit form to Treasurer
Complete a backup of EAC Membership files and database to a removable drive or CD

Submit expense forms

Embroidery Canada

When requested, prepare and email the EC Mailing Lists

Keep track of any “new” members between this time and when the magazine goes out and when you receive your copies, mail the new packets with a copy of the magazine to these new members

When “Return to Sender” copies of *Embroidery Canada* magazines received, request updates of address from Chapter membership chair and mail replacement copy to member when corrected address received. Contact Individual members directly for corrected addresses

Supply extra copies of *Embroidery Canada* as requested

Miscellaneous Date stamp correspondence

Produce current Board Members lists

Ensure each member has only one membership number. Dual members keep “home” prefix and pay only local dues to other Chapters

Keep in touch with the Chapter and Individual Member Directors regularly and help when needed.

Communicate with the People Pool Coordinator and forward the contact information for any new volunteers, as well as the details of any new “jobs” that come along. Obtain her reports as needed