



President Job Description

Date: 2020-08

Next review date: 2022-05

Type: Officer

Reports to: Board of Directors

Term: Two-year term, followed by a two-year term as Past President and Nominating Committee Chair

Function

- Elected Officer on the EAC/ACB Board
- Chief Executive Officer of the Corporation
- Manages the workings of EAC/ACB
- Presides at board meetings and the Annual General Meeting
- Continues as Seminar Liaison for seminars in both years of term
- Provides updated and ongoing support for seminar
- One of the signing officers of the Corporation

Time Commitment

- Approximately five hours per week
- Additional time as necessary to act as Seminar Liaison, respond to correspondence, etc.

Duties

- Have working knowledge of EAC/ACB bylaws
- Review board orientation with all new board members
- Prepare agendas for all meetings of the board and AGM in consultation with secretary; chair all meetings
- Prepare and present reports to the board meetings
- Prepare and present report to AGM on state of EAC/ACB, including updates from non-reporting portfolios
- Work with seminar committees for seminars held in both years of term

- Prepare and submit President's column for periodic insertion in *Embroidery Canada*
- Forward Chapter Charter Certificate, welcome letter and organize payment for start-up costs to each new chapter
- Proofread seminar brochure before being printed for seminars for which they are the liason
- Review, screen and forward requests for seminar refunds to the board for approval - refunds are based on the refund policy
- Respond to correspondence in a timely fashion
- Update board regularly on issues; maintain good communications by making periodic contact with the Directors
- Forward copies of documents not in electronic storage to EAC/ACB Archivist as per EAC/ACB Archives Policy and Procedures
- Affix Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. seal to documents as required
- Promote EAC/ACB at every opportunity
- In the case of a Director's resignation, assume Director's responsibilities until the position is filled

Meetings to Attend

- Board meetings (at Seminar & approx. three online Board meetings per year)
- Education, Youth, Chapter Presidents and National meetings
- AGM
- Chapter Presidents meetings in first year of term

Skills Required

- Experience on the EAC/ACB Board
- Commitment to EAC/ACB
- Excellent interpersonal skills (patience, tact, diplomacy)
- Excellent communication skills
- Leadership skills

- Excellent organizational skills
- Computer literate with access to home computer, including email

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Improved managerial skills
- Confidence in public speaking
- Awareness of the international state of embroidery

Timeline

September

- In first year of term attend chapter meeting
- Confirm Seminar presentation for November meeting with committee

October

- Prepare and submit report for November Board meeting
- Prepare agenda for November online meeting (with Secretary)

November

- By NovemberDecember 10, submit notice of AGM for spring issue of *Embroidery Canada*
- Chair board meeting, present report
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- Tend to business arising from board meeting

December

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January

- Tend to business arising from the November board meeting
- Prepare agenda for February online meeting (with Secretary)

February

- Proof the spring issue of *Embroidery Canada* for inclusion and accuracy of EAC/ACB information

March

- Prepare and submit reports for spring board meeting and AGM
- Prepare agenda for spring board meeting and AGM (with secretary)

May

At Seminar

- Chair Board meeting and present report; set dates of online board meetings for remainder of year
- Attend Education Committee meeting at seminar; if unable to attend, assign an officer to represent President
- Chair AGM; present report including updates from non-reporting portfolios and any pertinent decisions made at Board meeting
- Present incoming President with President's pin at the AGM
- Attend Chapter Presidents, Youth Embroiderers and National Members meetings; if unable to attend, assign an officer to represent the President

In second year of term:

- Work with incoming President to make incoming board members comfortable in their new positions
- Attend other committee meetings as required

After Seminar:

- Write congratulatory and thank-you notes
- Proofread minutes of board and AGM meetings

Other

- Proofread next seminar brochure
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June

- Tend to business arising from May board meeting

July

- Arrange date and prepare agenda for online meeting (with Secretary)
- Proof the fall issue of *Embroidery Canada* for inclusion and accuracy of EAC/ACB information
- Proof the seminar brochure

At the end of term of office:

- Forward President files to replacement by July 1st
- Update job description

Ongoing

- As outlined under duties (Note: Refer to Vice-President Timeline for schedule of Seminar Liaison functions)
- Work with Secretary to determine needs for reports, agenda items, action items, for all scheduled board meetings
- Reply to correspondence in a timely fashion
- Review all expenditures before giving approval for payment
- Maintain good communication with reporting directors by making monthly contact with them
- Contribute periodic reports to *Embroidery Canada*
- Prepare President's message (English/French) for each issue of the *Embroidery Canada* magazine
- Set up online board meetings
- Submit regular expense forms
- Promote EAC/ACB