



Embroiderers' Association of Canada, Inc.

- SEMINAR MEETINGS COORDINATOR - JOB DESCRIPTION

Purpose of Position Because the annual Seminar is the only opportunity for various EAC Committees and groups to meet face-to-face, many different meetings have been arranged to coincide with Seminar

It was suggested that a single person on the Seminar Committee be appointed to coordinate any arrangements for these meetings

Because the main arrangements concern rooms on the campus it is felt that this person should be a member of the Site Committee

Meetings

Board Meeting - *Contact person - EAC Secretary*

Held on two full days before Seminar Registration Day

Requires a room for about 18 people with table space for each, for two full days (Boardroom style); Airport transport at arrival and departure; Breakfasts, Lunches and Coffee Breaks for two days; Special needs coordinated with EAC Secretary (e.g. Wi-Fi, dietary concerns, display tables)

Education Meeting - *Contact person- EAC Education Director*

Held on Registration Day

Requires table space for 8 people

Annual Regional Meeting - *Contact person - Regional Director*

Possibly held on Registration Day

Requires seating for 25 people; table space for display; Lounge arrangements as requested(?)

Annual General Meeting (AGM) - *Contact person - EAC Secretary*

Held at lunch time on the first day of classes (noon to 1:30)

Requires a head table for 18-20 and a podium with a microphone; served meal if possible with the head table being served first (the meeting will begin when they are finished)

Three meetings - *Contact person - EAC Secretary*

Held on the same evening in a room large enough to hold about 25 people

- Combined Regional Meeting - 6-7 pm
- National Members Meeting - 7-8 pm
- Youth Meeting - 8-9 pm

Virtual Threads (VT) Gathering - *Contact person- VT President*

Informal meeting/gathering held on a free evening in a room large enough for about 40 people with tables for display or auction items - casual seating

Assistance in arranging snack would be appreciated

Special Presentation - *Contact person -EAC Secretary*

Possibly held on Registration day

Details will vary year-to-year - Room for about 40 people

Any Additional Meetings as requested

Miscellaneous

Space, preferably table, at Seminar Central

Staffing will be arranged by EAC

Table for EAC items at Merchant Mall

Staffing will be arranged by EAC