



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

**- VICE PRESIDENT -  
JOB DESCRIPTION**

<b>Function</b>	<p>Elected officer of the EAC Board</p> <p>Act as Liaison between Heritage, Library, and Sampler Registry Appointees, and the EAC Board</p> <p>Act as Seminar Liaison with Seminar Committees created in years one and two of term, and continue this function as President</p> <p>Act as Awards and Exhibitions Coordinator</p> <p>Assist the President and take over their duties in case of illness or another emergency</p> <p>Chair of the Promotions Committee (purpose of which is to increase the visibility of EAC and possibly increase membership)</p>
<b>Length of Commitment</b>	<p>Two-year term, followed by a two-year term as President and then two years as Past President</p>
<b>Appointee Liaison</b>	<p>As Liaison, regularly communicate with Appointees under this portfolio, discussing problems, ideas, successes and budgets and all else affecting Seminar and the committee with them</p> <p>Convey appreciation often for the work of the Appointees and ask advice from their significant experience in EAC</p> <p>Present Appointee Reports to Board Meetings</p>
<b>Seminar Liaison</b>	<p>Solicit Guilds for upcoming Seminar hosts, in <i>Embroidery Canada</i> magazine and other methods of communication or by direct contact with Chapters</p> <p>Ensure current Seminar Policy and Procedures as well as Seminar Workbook Appendices and all templates are updated and available in the Resources section of the website and direct Seminar Committees there</p> <p>Provide past Seminar Reports, if requested, so current Seminars can learn from prior Seminars' experiences and issues faced</p> <p>Act as Liaison for the two Seminar Committees formed during Vice President term and follow through with them until after their Seminars</p> <p>Prepare Hosting Contract for these Seminars and obtain appropriate signatures</p>

Assist Seminar Committee with all aspects of planning as needed, especially the Members Exhibition committee

Receive Seminar Committee's suggested faculty for presentation to Board for approval

Ensure the presentation to EAC Board of Seminar Faculty is ready for presentation at November meeting

Assist in preparation of EAC Teacher Seminar Contracts as needed

Proofread the Seminar Brochure prior to presentation to the Board and publication

Review Seminar Policies and Procedures periodically and update as necessary

**Awards and Exhibitions** Revise the Awards and Grants information as required

Receive Service Pin nominations and ensure that information is sufficient for presentations to the Board at the May Meeting

Receive Seminar Grant(s) nominations, form a Judging Committee and present decisions of committee at Fall Board Meeting. Follow up with winner(s), Treasurer and Seminar Registrar

Send updates to the Editor of *Embroidery Canada*

Make any presentations at Seminar AGM or Banquet which are not the responsibility of others

Give the list of the awards that have been presented by Vice President to the Secretary

**Promotions** With the aid of a committee, coordinate the choice, ordering, advertisement and sale of EAC promotional products. Facilitate any Challenges

**General** Keep the EAC President informed of concerns or problems

Reply to correspondence in a timely fashion

Prepare and present report to all Board Meetings

**Time Commitment** 15 - 20 hours per month on average. More in the months preceding a Board Meeting

**Meetings to Attend** Attend all Board Meetings. In second year of term, attend Prairie Pacific and Atlantic Central Regional meetings

**Skills Required**

Experience attending EAC Seminars

Excellent communication skills, tact, diplomacy, problem solving skills

Excellent organizational skills

Computer literate, home computer and email

**Skills Developed**

Detailed knowledge of the operation of EAC

Interpersonal skills working as a national Board Member

## VICE PRESIDENT- TIMELINE

<b>January</b>	Ensure that required pins and awards are ordered for Seminar
<b>February</b>	Attend Online Board Meeting
<b>March</b>	Request AGM reports from Appointees under this portfolio and submit with your own Request updates of Appointee Job Descriptions as required (review yearly)
<b>April</b>	Proof Seminar Brochure before Board Meeting
<b>May</b>	Present Report at Board Meeting, including updates from portfolios <b>At Seminar:</b> In second year of term attend Regional Meeting held at Seminar At AGM introduce current year Seminar Grant winner(s) Work with Members' Exhibition Committee to verify ballot count with Seminar Chairperson As Vice President, present Seminar Viewer's Choice Award as well as Seminar Group Award to winner(s) <b>After Seminar:</b> Update Awards and Exhibitions list and send to Archives and Web Committee for updating on the website
<b>June</b>	<b>In second year of term:</b> Contact Regional Directors to confirm date and time of Regional Meeting <b>At the end of term of office:</b> <ul style="list-style-type: none"><li>• Update job description</li><li>• Ensure Vice President files are updated in electronic storage</li><li>• Ensure a smooth transition of all information to incoming Vice President</li></ul>
<b>September</b>	Confirm dates for Regional Meetings
<b>October</b>	Prepare and submit report for November Board Meeting Set up committee for judging the Seminar Grant(s); send received applications and information to the committee; tabulate results

**November**

Notify winner(s) of Seminar Grant and reply to other applicants; send Guidelines for article to winner, and keep in touch

Attend Online Board Meeting, present Report

If Seminar Liaison, inform upcoming Seminar Chairs of Board decisions affecting Seminar. Ensure that Seminar Teacher Contracts are sent out on time

**Ongoing**

If Seminar Liaison, maintain contact with Seminar Committees on a regular basis, providing information and guidance as necessary

Respond to requests for information about EAC. Forward requests for New Chapter information, magazines, and other questions to the appropriate people

Attend as many functions as possible as a representative of EAC

Reply to correspondence in a timely fashion

Submit expense forms regularly

Attend all Board Meetings