



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

CHAPTER POLICY

replaces the Regional Policy

A. Chapter Director

The Chapter Director is responsible for all members belonging to EAC/ACB chapters - physical and virtual.

- The Chapter Director is elected by the members of EAC/ACB during the EAC/ACB elections for a two-year term. If no nominations are received for a Chapter Director, the Board will appoint a Chapter Director for the full term. This position can be filled by an individual for no more than two terms.
- Travel expenses for the Chapter Director will be reimbursed as stipulated in the EAC/ACB Board Expense Policy.

B. Responsibilities of Chapter Director

The job description of the Chapter Director position should be referred to for details, but communication between the EAC/ACB board of directors and chapters is the primary responsibility of the Chapter Director. The Chapter Director shall ensure that regular communications are maintained with all chapters.

1. Arrange the date of the Chapter Presidents Meetings, both the online fall and spring meetings at the seminar.
2. Chair the Chapter Presidents Meetings.
3. Inform Presidents of the financial assistance for attending the spring meeting at the seminar at least five (5) months before the meeting.
4. Set the agenda in consultation with the chapter presidents for the Chapter Presidents Meetings.
5. Send receipts and expense forms, where applicable, for travel funding assistance to the EAC/ACB Treasurer for reimbursement after the Chapter Presidents Meeting.
6. Circulate the minutes of the Chapter Presidents Meetings to all chapter presidents and the EAC/ACB Board.
7. Follow up on action items from Chapter Presidents Meetings in a timely fashion.

8. Update the database for Chapter renewing memberships, send membership cards and updated rosters once payment has been received.
9. Encourage nominations for his/her successor to assist the EAC/ACB Nominating Committee.

C. Chapter Presidents Meetings

The purpose of a Chapter Presidents Meeting is to provide a forum where representatives from each chapter gather to share local and national concerns that affect the successful functioning of their chapter. Chapter presidents are encouraged to attend the annual Chapter Presidents Meeting (in the first year of their term) and to help prepare the vice/incoming president by having them attend the meeting in the second year of their term. If neither is available, a chapter member may be appointed.

Based on the discussions at the meeting, the Chapter Director makes recommendations to the EAC/ACB Board of Directors. The board may use these recommendations as guidelines for formulating or amending policies.

Chapter President Meetings shall be held at least once a year, but preferably twice a year or as requested.

1. Spring Chapter Presidents Meeting

This meeting is held on the day of registration at the EAC/ACB seminar each spring. Representatives from all the EAC/ACB Chapters are invited. It is also a chance for an exchange of ideas between the Chapters.

Travel expenses for the chapter representative are the responsibility of their chapter or the individual.

2. Fall Online Presidents Meeting

The fall meeting will be held online using an appropriate service. Each chapter can send its President or a delegate. The EAC/ACB Board will be represented by the EAC/ACB President in their first year of office and the EAC/ACB Vice President in their second year of office.

D. Financial Assistance

For the spring Chapter Presidents Meeting, held the day of registration at the seminar, the EAC/ACB will cover the expenses incurred during the extra day.

Each chapter representative (one representative per chapter) attending the Chapter Presidents Meeting will have one night of accommodation and breakfast and lunch for the meeting day, paid for at the rates in the Board Expense Policy.

E. Responsibilities of the Chapter Presidents

In addition to the responsibilities within his/her own chapter, each chapter president or delegate has certain responsibilities within EAC/ACB.

1. Forward Chapter newsletters (if one is prepared) to the communications team to be uploaded to the website for EAC/ACB members to access.
2. Pass information and ideas to chapter membership from meetings and communications with EAC/ACB.
3. Submit changes in Chapter executive to the Chapter Director when applicable.
4. Notify the Chapter Director of any matters your chapter wants the EAC/ACB board of directors to know, consider or act on.
5. Attend or send a representative to the EAC/ACB Board Meetings as a non-voting representative. The Chapter Director is the official voice of the chapters at the Board meetings. If you wish to attend, notify the EAC/ACB Chapter Director and Secretary so you are sent the meeting information.
6. Attend or send a representative to the Chapter Presidents Meeting at the seminar and the online meeting in the fall.
7. Submit an Annual Report (chapter activities, ideas, suggestions and concerns) to the Chapter Director each year using the form provided.
8. Forward agenda items for the Chapter Presidents Meeting to the Chapter Director.
9. Submit any Chapter By-Law revisions to the EAC/ACB President immediately following their adoption.
10. Complete and return all forms sent by the Chapter Director in the timeframe specified.

F. Chapter Guidelines for Hosting a Chapter Presidents Meeting

To assist the Chapter Director with the smooth running of the meeting.

1. Hosting Chapter Responsibilities

- a. Provide a Secretary to take/transcribe minutes of the meeting.
- b. The Chapter Director will provide the Host Chapter's Secretary with a prior year's minutes as an example of expectations. The minutes are to be sent to the Chapter Director within two (2) weeks of the meeting date.
- c. For online meetings provide a Chat Moderator who will monitor the online chat screen and bring to the attention of the chairperson any discussion that pertains.

2. Meeting Room

- a. The room must be large enough to accommodate a minimum of 25 people.
- b. A rectangular arrangement of tables works best for all attendees and EAC/ACB representatives.
- c. Tables should also be available for representatives to display their Chapter's stitchery projects.

3. Favours

- a. This is a practice left to the discretion of each Chapter. Some chapters bring a small stitched item, a chart or program information used in their chapter to share with the group. Some Chapters donate to EAC/ACB instead of exchanging favours. Consult with the Chapter Director for more information.

4. Chapter Names

- a. The EAC/ACB Chapter Director will provide place cards with chapter names for the tables at the meeting.

5. Name Tags

- a. **Chapter representatives** are encouraged to wear their own name tags.