



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

Membership Director Job Description

Date: 2023-09-08

Next review date: 2025-05 (two years)

Type: Director

Reports to: Board of Directors

Term: Two-year term, may be re-elected/appointed for one additional two-year term

Function

- Elected Director on the EAC/ACB Board with a focus on members.
- Responsibility for EAC/ACB membership records.

Time Commitment

- 10-14 hours average per week
- Additional time to write reports and an *Embroidery Canada* column.

Documents

Documents that are associated with this position include:

- EAC/ACB Bylaws
- Chapter Resource Manual
- Membership Application
- Chapter Membership Application
- SOP: Membership Director
- Membership Director Timeline
- Membership Online/Web-Based Handbook
- Chapter Code Chart
- Welcome Emails and Letters
- Membership Cards

Duties

- Prepare and answer questions about your report(s) at and participate in the Board Meetings (online and in person)
- Prepare for and participate in board meetings by reading and noting questions about other board members' reports and background information, reviewing motions and policies for approval, budgets, and other materials pertaining to the business of the board.
- Prepare and submit an annual report for the Annual General Meeting brochure and, if asked, present it.

- Keep an up-to-date computer record of EAC/ACB members.
- Ensure that the member handbook information on the website is updated when necessary.
- Take an active role in improving membership processes and member service.
- Determine ways to find new members via outreach, fairs and other opportunities to make the public aware of EAC/ACB.
- Assist chapters in ways to retain and find new members and retain members.
- When notified of the death of a chapter member, request a condolence card be sent to the member's home and chapter. When notified of the death in the case of the death of an Individual Member, a letter of condolence to the member's home address.
- Be prepared to write a column on membership highlights for Embroidery Canada as required or on request.
- Update the Membership Director job description every two years.

Administrative Duties

- Process new members in all categories.
- Handle returned *EC* magazines.
- Send new members a welcome email and mail a welcome letter, member pin/needle minder and a complimentary copy of *Embroidery Canada* –
- Produce mailing lists for *Embroidery Canada*
- Keep a supply of membership pins to distribute to new members. Request additional pins as needed from the treasurer. Report the number of pins on hand to the treasurer as of August 31 each year for inventory purposes.
- Prepare month-end membership lists and post. This includes the current membership roster, a chapter executive list, a board member list and membership statistics.
- 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.
- Forward one copy of the Membership List to the EAC/ACB Archivist as per EAC/ACB Archives Policy and Procedures.

Final year of the term

- Work with incoming replacement to teach position for a smooth transition.

Meetings to Attend

- Quarterly online board meetings
- Annual General Meeting
- Board meeting at the seminar location
- President's meetings (online and at the seminar) - optional
- Individual Member meeting at the seminar, if attending the seminar

Skills Required

- Excellent computer skills, email, knowledge of spreadsheet (Excel) and mail merge
- Excellent communication skills, tact and diplomacy

- Excellent organizational skills
- Patience and a sense of humour
- Excellent communication skills, tact and diplomacy
- Ability to look at details and the broader picture.
- Ability to set deadlines and work within timelines.

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Public relations skills
- Interpersonal skills working

Equipment Required

- Personal computer capable of loading MS Word, Excel and Access
- Printer - colour and black and white

Other Requirements

- High-speed Internet access
- Nearby post office
- Ability to cover approximately \$100 in monthly expenses before being repaid.