



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

Seminar Liaison Job Description

Date: 2021-01

Next review date: 2026-01 (three years)

Type: Appointee

Reports to: Board of Directors

Term: One seminar cycle. The board may invite the appointee to continue for an additional seminar cycle. Since there will be an overlap between seminar cycles, there may be more than one seminar liaison at any time.

Function

- Acts as the point of contact and liaises between the seminar committee and the board of directors.
- Provides experience-based support to seminar committees and volunteers.
- Assists the seminar committees and volunteers with navigating the Seminar Policy, the Seminar Refund Policy, and the various procedures.

Time Commitment

- The number of hours per week will vary throughout the seminar cycle, with some weeks requiring very little or no work and others requiring more than 10 hours per week as the seminar date nears and during reporting periods.
- Additional time will be needed to respond to correspondence, prepare reports, and prepare for and participate in board meetings.

Documents

Documents that are associated with this position include:

- Seminar Policy
- Seminar Refund Policy
- Seminar Hosting Contract
- Facility Contract

- list of SOPs that may need to be reviewed/updated (Seminar Procedures)
 - Seminar Members' Exhibition Procedures
 - Seminar Budget and Financial Reporting Template
 - Seminar Cycle Timeline (Seminar Planning Dates)
 - Seminar Daily Schedule Template
 - Seminar Daily Room Requirements Template
 - Seminar Brochure Procedures
 - Seminar Photography Guidelines
 - Seminar Liaison Job Description

Duties

- Perform the duties laid out as EAC/ACB Responsibilities in the Seminar Policy document on behalf of the board.
- Ensure current seminar documents and templates are available in Drive.
- Maintain contact with the seminar committee regularly, providing information and guidance as necessary.
- Check email and respond at least every three days. Notify the seminar committee when you'll be away and unable to respond.
- Update the board regularly on issues and maintain effective communication.
- Assist the seminar committee in completing paperwork, planning, preparing contracts and obtaining signatures.
- Arrange for email accounts for the seminar committee.
- Direct the seminar committees to the seminar materials in Drive. Demonstrate and confirm that seminar volunteers can access the documents and understand how to use Drive.
- Prepare a Hosting Contract for the seminar and obtain appropriate signatures.
- Prepare a report for each board meeting held during the seminar cycle and a final report with recommendations for areas needing improvement.
- Prompt the seminar committees to prepare their reports for the board and explain the expectations for each meeting.
- Review the seminar committee's suggested faculty and class selections.
- Ensure the presentation of the seminar classes and teachers is ready for the board at the November meeting (16 months prior).
- Proofread the seminar brochure before presentation to the president and publication.

- Work with the members' exhibition committee to verify the ballot count.
- Assist the seminar committee with finding a photographer to take photographs as outlined in the Seminar Photography Guidelines.
- Ensure copies of documents are sent to the EAC/ACB archivist per the Archives Policy and procedures.
- Update the seminar policy documents and the Seminar Liaison job description at the end of the seminar cycle.

Meetings to Attend

- Meetings invited to by seminar committee
- Quarterly board meetings

Skills Required

- Understanding of the seminar process and use of Drive
- Excellent communication skills, tact and diplomacy
- Excellent organizational skills; ability to look after both details and the broader picture
- Ability to set and work within timelines
- Excellent computer skills
- Interest in needlework

Skills Developed

- Detailed knowledge of the operation of EAC/ACB and seminars