



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

Chapter Director Job Description

Date: 2024-06

Next review date: 2026-06 (two years)

Type: Elected Director

Reports to: Board of Directors

Term: Two-year term, may be re-elected for an additional two-year term

Function

- Maintain regular contact with all Chapters
- Inform, encourage, assist and transmit concerns to and from the Board and the general chapter membership

Time Commitment

The times given are estimates based on current responsibilities and skill sets (see the timeline for more specifics).

- 2-4 hours average per month (some weeks 1-3 hours, some weeks 1-2 hours)

Documents

Documents that are associated with this position include:

- list SOPs that may need review/update
- list any policies that may need review/update
- list job descriptions that may need review/update

Duties

- Act as liaison between Chapters and the Board
- Keep the President informed of concerns or problems
- Communicate with the Chapter Presidents via newsletters, email, personal letters, telephone, etc.
- Keep a correspondence file for each chapter
- Notify the President, Secretary, Editor, and other Board members of new chapter formation and/or chapter disbanding.

- Collect, copy and distribute Annual Chapter Reports to Chapters in advance of Presidents' Meeting.
- Advise the Membership Director and Technical Specialist of changes in chapter executive status.
- Arrange and chair Presidents' Meetings.
 - Set agenda in consultation with the chapters for the spring and fall Chapter President meetings.
 - Distribute minutes of meetings promptly.
 - For an in-person President's meeting, inform the Treasurer of the hotel and meal reimbursement amount.
- As a member of the Board of Directors, work on additional projects by choice and as time is available
- Prepare and present reports for each board meeting; be the "voice" of the chapters on the board
- Prepare and submit an annual report for the AGM (covering the FY September 1 to August 31) to the Secretary; if asked, present the report and answer questions
- Forward copies of documents to the EAC/ACB Archivist as per EAC/ACB Archives Policy and Procedures
- Keep the President informed of chapter concerns or problems
- Final year of the term, work with the incoming replacement to teach the position for a smooth transition

Meetings to Attend

- Board meetings, in-person or virtual
- Fall virtual Chapter Presidents' Meeting (Chair)
- Annual General Meeting, the first Saturday in March
- Spring Chapter Presidents Meeting, in person if attending the seminar; if not attending be available virtually (Chair)

Skills Required

- Excellent communication skills, tact, diplomacy
- Excellent organizational skills
- Computer literate, home computer, email, comfortable with spreadsheet (Excel) and mail merge
- Willingness to learn online meeting platforms to host virtual meetings

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Interpersonal skills working as an EAC/ACB board member
- Enhanced electronic communication skills
- Ease with using virtual meeting platforms
- Navigating and using Google Workspace
- How to chair a meeting
- Communication skills

Equipment required

- Personal computer capable of loading Microsoft 365 (including Word, Excel, Access and other apps)
- Printer - print in black and white
- Reliable internet connection for hosting virtual meetings
- Optional: headset for attending virtual meetings

Chapter Director Timeline

EAC/ACB memberships are due February 1st, May 1st, August 1st, and November 1st

Month	Time (hours)	Description
January (2)	2	Prepare a report for the February board meeting
February (4)	4	Attend the February board meeting
March (4)	4	Send an email inviting chapter presidents or their representatives to the Chapter Presidents Meeting at the seminar. Ask if they have agenda items. Confirm Chapter Presidents Meeting arrangements on the annual Seminar Room Activity Schedule in the current year's seminar folder.
April (4)	2	Prepare a report for the May Board Meeting
	2	Prepare agenda/materials for the Chapter Presidents meeting
May (5)	5	Chair the Chapter Presidents' Meeting at the seminar

Month	Time (hours)	Description
		Follow-up from the board and Chapter Presidents' meetings at the seminar Distribute the Chapter Presidents Meeting minutes in a timely fashion
June (2)	1-2	Send chapter report forms to chapter presidents for completion
July (3)	1-2/week	Read submitted chapter reports. Update chapter executives and inform Membership and Communication Directors Summarize submitted information for discussion at the next Chapter President's Meeting.
August (5)	1	Establish a date and attendance for the Chapter Presidents Meeting in October
	2	Prepare a report for the September board meeting
	1	Submit a final expense form to the Treasurer by August 31 st (year-end)
	1	Email the Chapter President Timeline to Presidents
	1	Prepare a report for the AGM
	2	Last year of the term - August 20 th to 25 th - send an email to Chapter Membership Chairs - "Thank You" and introduce the new Chapter Director
	2	In the second year of the term , update the job description. Review and update SOPs related to the tasks and duties for this position.
September (4)	4	Review and distribute chapter reports to those attending the Chapter Presidents Meeting held in October
October (12)	8	Facilitate an online Chapter Presidents Meeting
	2	Distribute Minutes of Chapter Presidents' Meetings to the chapters within three weeks
	2	Prepare a report for the November board meeting
November	4	Attend the November board meeting
December (2)		

Ongoing

- Check your email at least twice a week
- Month prior to the Board meeting: provide a report of activities
- Attend Board Meetings
- Encourage the formation of new Chapters; visit prospective groups as time allows
- Answer correspondence and emails in a timely fashion
- Forward electronic copies of Chapter Newsletters as received to Chapter Presidents and members of the EAC/ACB Board
- Submit expense forms at least quarterly
- Promote EAC/ACB
- Update/or create SOPs (standard operating procedures) as required