



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

Chapter Membership Appointee Job Description

Date: 2024-06

Next review date: 2026-06 (two years)

Type: Appointee

Reports to: Chapter Director

Term: Two-year term; may be appointed for an additional two-year term

Function

- Maintain regular contact with all Chapter Membership Chairs
- Inform, encourage, assist and transmit concerns to and from the Chapter Director and the chapter membership chairs
- Handle chapter membership renewals

Time Commitment

The times given are an estimate based on current responsibilities and skill sets (see timeline for more specifics)

- 8-12 hours average per month (some weeks 4-6 hours, some weeks 1-2 hours)
- extra hours required for admin-type tasks
- Additional time as necessary to respond to correspondence, prepare reports, etc.

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
- timeline (if applicable)

Duties

- Act as liaison between the Chapter Membership Chair and the Chapter Director
- Keep the Chapter Director informed of concerns or problems

- Communicate with Chapter Membership Chairs via email and telephone
- Perform tasks necessary for chapter membership renewals as soon as possible after notification of receipt of fees.
- Provide electronic membership cards and an updated roster to each Chapter Membership Chairperson as soon as possible after receipt of fees. The Chapter Membership Chairperson will print and distribute their own cards.
- Maintain the database of EAC/ACB chapter membership and chapter executives.
- Answer enquiries concerning chapter membership
- Keep a correspondence file for each chapter
- Send updated rosters to each chapter as memberships come due or as requested
- Check and respond to emails a minimum of every two days, except when on vacation.
- Prepare for and answer questions about your report(s)
- Provide suggestions to improve the timeline and standard operating procedures for the duties associated with this position
- Assist the director with reviewing and updating the job description for this position in odd years
- Respond to correspondence in a timely fashion
- Update the Chapter Director regularly on issues; maintain good communication
- Promote EAC/ACB at every opportunity
- Work with incoming replacement to teach position for a smooth transition **during the final year of the term**

Meetings to Attend

Attend meetings with the Chapter Director, Membership Director and/or board of directors as requested.

Skills Required

- Excellent communication skills, tact, diplomacy
- Excellent organizational skills
- Computer literate, home computer, email, comfortable with spreadsheet (Excel) and mail merge
- Ability to set and work within timelines
- Excellent computer skills
- Interest in needlework

Skills Developed

- Learn Microsoft Access
- Detailed knowledge of the operation of EAC/ACB

Equipment Required

- Personal computer capable of loading Microsoft 365 (includes Word, Access, Excel, etc.)
- Printer to print in black and white
- Reliable internet connection for attending virtual meetings
- Optional: headset for attending virtual meetings

Chapter Membership Appointee Timeline

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

Month	Time (hours)	Description
January (4)	1-2/week	Process chapter renewals – remind chapters of any February memberships outstanding
	1	Prepare a report for the February board meeting
February (4)	1-2/week	Process chapter renewals – remind chapters of any February memberships still outstanding
March (4)	4	First of the month, send each chapter list of May renewals
	1-2/week	Rest of the month, process chapter renewals
April (4)	1-2/week	Process chapter renewals
	1	Prepare a report for the May board meeting
May (4)	1-2/week	Process chapter renewals
	2	In second year of term , update the job description. Review and update SOPs related to Job Description
June (4)	4	First of the month, send each chapter list of August renewals and request an updated Chapter Executive list
	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding.
July (4)	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding

August (12)	1-2/week	Process chapter renewals - remind chapters of any August memberships still outstanding
	1	Prepare a report for the September Board meeting
	2	Last year of term - August 20 th to 25 th - email Chapter Membership Chairs - "Thank You" and introduce new Chapter Director and Chapter Membership Appointee.
September (10)	6	First of the month, send each chapter list of November renewals and request an updated Chapter Executive list
	1-2/week	Process chapter renewals
October (12)	2	Prepare a report for the November Board meeting
	2-4/week	Process chapter renewals - remind chapters of any November memberships still outstanding
November (12)	2-4/week	Process chapter renewals - remind chapters of any November memberships still outstanding
December (4)	4	First of the month, send each chapter list of February renewals
	1-2/week	Process chapter renewals - remind chapters of any November memberships still outstanding