



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

# Individual Member Director Job Description

**Date:** 2024-09-07

**Next review date:** 2026-07 (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
- Maintain regular contact with all Individual members
- Inform, encourage, assist and transmit concerns to and from the Board and the Individual members
- Handle Individual membership renewals

## Time Commitment

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

- 2-4 hours per week; 8-10 hours per month

## Documents

- EAC/ACB Bylaws
- SOP: Individual Member Director
- Individual Member Director Timeline
- Renewal Emails and Letters
- Membership Cards

## Duties

- Act as liaison between Individual Members and the Board

- Perform tasks necessary for Individual membership renewals and provide membership cards to members as soon as possible after notification of receipt of fees.
- Maintain an up-to-date computer record of EAC/ACB members in appropriate categories.
- Answer enquiries concerning membership
- Keep a correspondence file
- Communicate with Individual Members via newsletters, email, personal letters, telephone, etc.
- Prepare and present reports for Board meetings, be the voice of the Individual Members on the Board
- Prepare and submit report for AGM brochure, if asked, present report if attending seminar
- Arrange and chair Individual Member Meeting held at seminar; distribute minutes of meeting promptly
- Forward copies of documents to EAC/ACB Archives as per EAC/ACB Archives Policy and Procedures
- Keep the EAC/ACB President informed of Individual Member concerns or problems
- **Final year of term:** Work with the new Director to help them learn the position for a smooth transition

## Meetings to Attend

- In person or via teleconference:
- Spring Board Meeting at Seminar
- Online Board meetings
- AGM
- Individual Members' meeting at seminar (if attending Seminar)

## Skills Required

- Excellent communication skills, tact, diplomacy
- Excellent organizational skills
- Computer literate; home computer; email, knowledge of Access database spreadsheet (Excel) and mail merge

## **Skills Developed**

- Detailed knowledge of the operation of EAC/ACB
- Interpersonal skills working as a Director
- Enhanced electronic communication skills

## **Equipment required**

- Personal computer capable of loading Microsoft 365
- Printer - need to be able to print both in colour and black and white

## **Other**

- Being near a post office would be useful as postage is required to mail out member cards.
- Being able to cover approximately \$25.00 expenses (for postage) before being reimbursed.

# Individual Member Director Timeline

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

Month	Time (hours)	Description
January (10)	2	Prepare report for February Board Meeting
	2	First of the month, send reminder email or postcards to Individual members reminding them of February 1 <sup>st</sup> renewal date
	1-2/week	Process Individual renewals
February (9)	1	Send final notice email or postcard to Individual members reminding them of February membership expiry date
	1-2/week	Process Individual renewals
March (10)	1-2/week	Process Individual renewals
	1	Confirm Individual Member meeting arrangements with Seminar Meeting Coordinator
April (12)	2	Prepare report for Board Meeting (at seminar)
	2	First of the month, send reminder email or postcards to Individual members reminding them of May 1 <sup>st</sup> renewal date
	1-2	Send email to Individual members attending seminar inviting them to the Individual member meeting – arrange for flyer to be put in registration packets for Individual members
	1-2/week	Process Individual renewals
May (9)	1	Send final notice email or postcard to Individual members reminding them of May 1 <sup>st</sup> membership expiry date
	1-2/week	Process Individual renewals
June (9)	1-2/week	Process Individual renewals
July (10)	1	Distribute minutes of Individual member meeting
	2	First of the month, send reminder email or postcards to Individual members reminding them of August 1 <sup>st</sup> renewal date

Month	Time (hours)	Description
	1-2/week	Process Individual renewals
August (11)	1	Send final notice email or postcard to Individual members reminding them of August 1st membership expiry date
	1-2/week	Process Individual renewals
	2	Prepare report for Sept Board Meeting
September (8)	1-2/week	Process Individual renewals
	1	Prepare report for AGM booklet
October (12)	2	First of the month, send reminder email or postcards to Individual members reminding them of November 1 <sup>st</sup> renewal date
	1-2/week	Process Individual renewals
	1	Prepare report for Nov Board Meeting
November (9)	1	Send final notice email or postcard to Individual members reminding them of November 1st membership expiry date
	1-2/week	Process Individual renewals
December (8)	1-2/week	Process Individual renewals

## Ongoing

- Check email daily or at least twice a week
- Month prior to Board meeting: provide a report of activities for board meeting
- Attend Board Meeting
- Month of Board meeting: follow up on any action arising from the meeting
- Answer correspondence and emails in a timely fashion
- Submit expense forms at least quarterly and at the end of August (EAC/ACB year-end)

## Semi-annually

- Send email newsletter to Individual members

## As Requested

- Send email/cards to Individual members about events