



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

Speaker Series Coordinator Job Description

Date: 2024/04

Next review date: 2026-04

Type: Assistant

Reports to: Education Director

Term: Two years, but this can be extended upon Board invitation.

Function

To seek out, arrange and coordinate the annual lecture series for EAC/ACB. The lectures could be virtual or in person.

Time Commitment

- Eight to twelve hours a month.

Duties

- To seek out speakers/lecturers that cover a wide range of embroidery topics and organize a schedule consisting of at least four lectures and up to seven lectures per fiscal year.
- Work within the approved budget.
- Provide the lecturer/speaker with all necessary information for the lecture, presentation platform, contracts, and payment processes.
- Request lecture advertising materials from the speakers.
- Provide the communications team with the speaker and lecture advertising materials, which are separate text and photos, and the webinar registration link at least three months before the lecture date.
- Set up events on the webinar platform and monitor the enrollment of the lectures.
- Act as a moderator during the lecture, assist with the webinar platform, and partner with a second moderator throughout the lecture to answer questions from the audience.
- Coordinate the payment of the speakers.

- **In the final year of term**, work with the new appointee to teach the duties of the position and provide a smooth transition.

Meetings to Attend

- Attend online and in-person Education meetings.

Skills Required

- Ability to learn and use technology
- Team player and the ability to work independently
- Organized, detail-oriented individual
- Excellent communication skills, tact, diplomacy
- Interest in needlework
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion
- Ability to research relevant speakers and opportunities

Skills Developed

- Interpersonal skills working as part of an integrated team
- Time management skills and organizational skills
- Enhanced communication skills
- Detailed knowledge of the operation of EAC/ACB

Speaker Series Coordinator Timeline

Ongoing

- Moderate the lecture presentation, including introducing the hosts (Virtual Speaker Series and a Q&A moderator), the lecturer/speaker, and the guidelines for the lecture attendees.
- Ensure the lecture is advertised and promoted on the website and through *eThreads*.
- Work with the Communications Team to ensure the registration process is in place for the lecture.

- Troubleshoot any registration and/or connectivity issues encountered by the membership.

Quarterly

- Send a report to the Education Director for presentation at the Education and Board meetings.

Annually

- Present a summary of the lecturers, topic, and number of attendees for the past year (September 1 to August 31).
- Submit a proposal at the May board meeting for lecturers/speakers for the upcoming year.