



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

# Government Compliance Liaison Job Description

**Date:** 2024-08

**Next review date:** 2026-08 (two years)

**Type:** Appointee

**Reports to:** Secretary

**Term:** Minimum two-year term, to be extended in two-year increments upon Board invitation, but this can be extended as this is an appointment, not an elected position.

## Function

- To keep abreast of current government regulations which affect the Board, Chapters and members of EAC/ACB
- To assist the EAC/ACB Board, Chapters, members and Seminar Committees to comply with government regulations promptly.

## Time Commitment

Five to ten hours per year

## Duties

- To maintain current information on government forms and regulations applying to EAC/ACB chapters and committees
- To assist chapters/committees in the completion of forms and compliance with as requested
- To prepare timelines for Seminar committees and work with them to have all non-resident teacher requirements completed on time
- To work with any Chapters requesting assistance with non-resident teacher regulations
- Projects as assigned
- In the final year of the term, work with the new appointee to teach the position so that there is a smooth transition.

## Meetings to Attend

None unless invited

## **Skills Required**

- Knowledge of government immigration regulations
- Research skills
- Communication skills
- Attention to detail and timeframes

## **Skills Developed**

- Research skills
- Communication skills
- Attention to detail and timeframe

# Government Compliance Liaison Timeline

## January/February

- Once courses are set, forward signed waivers to the International Waiver department for tax dispensation.
- Follow up if documents are not received by the end of March.

## February

- (see September) Tax Documents to be filed.
- Annual documents for Corporation to be filed.

## March

- (see January/February) Follow-up if necessary.

## September

- Once the seminar has closed their books and know the fees paid to the teachers for services and travel, T4-NR can be completed for the foreign teachers and forwarded to teachers.
- These documents need to be filed by the Treasurer with the tax office by February 28.
- Prepare a report for the AGM.

## November

- Research to determine whether foreign teachers require a work visa. If so, start the application process on behalf of the teachers. There are certain aspects that require teacher input, but the initial questions can be done here.
- Forward the link and the reservation code to teachers for completion

## December

- Prepare tax waivers for international teachers and forward them to the teaches for signature.

## Ongoing

- Work with chapters requiring assistance as needed.