



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

# Membership Director

## Job Description

**Date:** 2024-10

**Next review date:** 2026-05 (two years)

**Type:** Director

**Reports to:** Board of Directors

**Term:** Two-year term; may be re-elected for one additional two-year term

### Function

- Elected Director on the EAC/ACB Board with a focus on members.
- Responsibility for EAC/ACB membership records in conjunction with the Chapter Membership Appointee and Individual Member Director.

### Time Commitment

- 3-5 hours on average per week
- Additional time to write reports, prepare membership lists and prepare for board meetings.

### Documents

Documents that are associated with this position include:

- EAC/ACB Bylaws
- Chapter Resource Manual
- Membership Application
- Chapter Membership Application
- SOP: Membership Director
- SOP New Memberships
- SOP Membership Lists
- SOP MailerLite Accounts Admin

- Membership Online/Web-Based Handbook
- Chapter Code Chart
- Welcome Emails and Letters
- Membership Cards
- SOP People Pool Coordinator\_2020-02
- People Pool Coordinator Job Description

## **Duties**

- Prepare a monthly membership list and post it on Drive. Note: prepare a fiscal year-end list on August 31st each year and send a copy to the Treasurer.
- Prepare a membership list on the 12th of each month (except December) for use by e-threads
- Prepare and answer questions about the Membership Director report(s) at and participate in the Board Meetings
- Prepare for and participate in board meetings by:
  - Reading and noting questions about other board members' reports and background information.
  - Reviewing motions and policies for approval, budgets, and other materials related to the board's business.
- Prepare and submit an annual report for the Annual General Meeting brochure and, if asked, present it.
- Keep an up-to-date computer record of EAC/ACB members.
- Ensure that the member handbook information on the website is updated when necessary.
- Take an active role in improving membership processes and member service.
- Determine ways to find new members, such as through outreach, fairs and other opportunities to make the public aware of EAC/ACB.
- Assist chapters in ways to retain and find new members and retain members.
- When notified of the death of a member, request that a condolence card be sent to the member's home.
- Review the Membership Director job description every two years; update if necessary.

## **Administrative Duties**

- Process new members in all categories.
- Handle returned *EC* magazines.

- Send new members a welcome email. For Individual members, send a welcome letter with a pin and membership card. Chapter members receive a pin from their chapter.
- Produce mailing lists for *Embroidery Canada* when requested by the mailing house.
- Keep a supply of membership pins to distribute to new individual members. Request additional pins from the treasurer as needed. For inventory purposes, report the number of pins on hand to the treasurer as of August 31 each year.
- Inform the Treasurer when Chapters need additional pins. Prepare monthly membership lists and post them on Drive. Include the current membership roster, chapter executive, board member, and complimentary copies lists.
- Maintain the membership roster in MailerLite, so all eligible members receive their *eThreads* copy.
- Send copies of *Embroidery Canada* as requested for displays and shows etc., when requested.
- **In the final year of the term**, work with the incoming replacement to teach the duties of the position so that the transition is smooth.

## Meetings to Attend

- Quarterly board meetings
- Annual General Meeting
- President's meetings - optional
- Individual Member meeting at the seminar

## Skills Required

- Excellent computer skills, email, knowledge of spreadsheet (Excel) and mail merge
- Excellent communication skills, tact and diplomacy
- Excellent organizational skills
- Patience and a sense of humour
- Ability to look at details and the broader picture.
- Ability to set deadlines and work within timelines.

## Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Public relations skills
- Interpersonal skills working



## **Equipment Required**

- A personal computer capable of loading Microsoft 365
- A printer - colour and black and white

## **Other Requirements**

- High-speed internet access
- Nearby post office
- Ability to cover approximately \$100 in monthly expenses before being repaid.