



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

President

Job Description

Date: 2025-07

Next review date: 2028-07

Type: Officer

Reports to: Board of Directors

Term: Two-year term, followed by a two-year term as Past President and Nominating Committee Chair

Function

- Elected Officer on the EAC/ACB Board
- Chief Executive Officer of the Corporation
- Manages the workings of EAC/ACB
- Presides at board meetings and the Annual General Meeting
- One of the signing officers of the Corporation

Time Commitment

- Approximately five - ten hours per week
- Additional time as necessary to respond to correspondence, etc.

Duties

- Have working knowledge of EAC/ACB bylaws
- Review board orientation with all new board members
- Prepare agendas for all meetings of the board and AGM in consultation with secretary
- Chair all Board meetings and the AGM
- Prepare and present reports to the board meetings
- Prepare and present a report to AGM on state of EAC/ACB covering the previous year, including updates from non-reporting portfolios
- Prepare and submit President's column for periodic insertion in *Embroidery Canada*
- Proofread seminar brochure before being printed for seminars Review, screen and forward requests for seminar refunds to the board for approval - refunds are based on the Seminar Refund Policy
- Respond to correspondence in a timely fashion
- Update the board on issues and regularly maintain contact with the Directors
- Promote EAC/ACB at every opportunity
- In the case of a Director's resignation, assume Director's responsibilities until the position is filled

Meetings to Attend

- Board meetings (at Seminar & approx. three online Board meetings per year)
- Education, Youth, Chapter Presidents and National meetings
- Annual General Meeting
- Chapter Presidents meetings in first year of term

Skills Required

- Experience on the EAC/ACB Board
- Commitment to EAC/ACB
- Excellent interpersonal skills (patience, tact, diplomacy)
- Excellent communication skills
- Leadership skills
- Excellent organizational skills
- Computer literate with access to home computer, including email

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Improved managerial skills
- Confidence in public speaking
- Awareness of the international state of embroidery

Timeline

September

- Prepare and submit reports for AGM
- Prepare agenda for September online meeting (with Secretary)
- In first year of term attend the Chapter Presidents' meeting

October

- Prepare and submit report for November Board meeting
- Prepare agenda for November online meeting (with Secretary)
- Prepare President message for *Embroidery Canada* magazine

November

- Chair board meeting, present report
- Tend to business arising from board meeting

December

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January

- Tend to business arising from the November board meeting
- Prepare agenda for February online meeting (with Secretary)

February

- Proof the spring issue of *Embroidery Canada* for inclusion and accuracy of EAC/ACB information
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March

- Chair AGM
- Prepare and submit reports for spring board meeting
- Prepare agenda for spring board meeting (with secretary)
- Proof AGM minutes

May

- Proof the fall issue of *Embroidery Canada* for inclusion and accuracy of EAC/ACB information
- Prepare President's message for *Embroidery Canada*

At Seminar

- Chair Board meeting and present report; set dates of online board meetings for remainder of year
- Attend Education Committee meeting at seminar; if unable to attend, assign an officer to represent President
- present report including updates from non-reporting portfolios and any pertinent decisions made at Board meeting at Board Luncheon
- Present incoming President with President's pin at Seminar Board Luncheon
- Attend Chapter Presidents, Youth Embroiderers and National Members meetings; if unable to attend, assign an officer to represent the President

In second year of term:

- Work with incoming President to make incoming board members comfortable in their new positions
- Attend other committee meetings as required

After Seminar:

- Proofread minutes of board meetings

Other

- Proofread next seminar brochure

June

- Tend to business arising from May board meeting

July

- Arrange date and prepare agenda for online meeting (with Secretary)
- Proof the seminar brochure

At the end of term of office:

- Forward President files to replacement by August 31st
- Update job description

Ongoing

- As outlined under duties (Note: Refer to Vice-President Timeline for schedule of Seminar Liaison functions)
- Work with Secretary to determine needs for reports, agenda items, action items, for all scheduled board meetings
- Reply to correspondence in a timely fashion
- Review all expenditures before giving approval for payment
- Contribute periodic reports to *Embroidery Canada*
- Prepare President's message (English/French) for each issue of the *Embroidery Canada* magazine
- Submit regular expense forms
- Promote EAC/ACB