



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

SAMPLER REGISTRAR

JOB DESCRIPTION

Date: 2025-07-18

Next review date: 2027-07

Type: Appointee

Reports to: Vice President

Term: Two-year term; may be appointed for one additional two-year term

Function

- Records the details of samplers of all types in Canadian collections using information collected by EAC members following the Board approved documentation procedures

Time Commitment

- Varies

Duties

- Communicates with EAC Chapters and national members requesting assistance in documenting Samplers of all types held in Canadian institutions and private collections following Board approved procedures
- Records the specific details of Samplers from information gathered by EAC members on the media approved by the Board
- Communicates with the EAC Librarian in a timely fashion providing any additions and changes to the Sampler Registry on the media approved by the Board
- Submits written semi-annual reports to the Board
- Submits an annual proposed budget to the Board
- Communicates with the Editor of *Embroidery Canada* presenting pertinent Sampler Registry information for publication
- Communicates with the EAC Webmaster presenting pertinent Sampler Registry information for inclusion on the EAC website

Final year of term:

- Work with new appointee to learn position for a smooth transition



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Meetings to Attend

None required, may attend the semi-annual Board Meetings and the AGM at own expense

Skills Required

- An interest in the history and recording of sampler information
- Communication, organizational and 'people' skills
- Intermediate word processing skills with access to a home computer
- Research skills
- Ability to coordinate with diverse groups

Skills Developed

- Expanded knowledge of embroidered samplers of many types
- Greater awareness of the historical significance of Canadian embroidery and of Canadian samplers