



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

- YOUTH EMBROIDERERS DIRECTOR - JOB DESCRIPTION

Function	<p>Appointee to the EAC Board</p> <p>Act as liaison between Youth Embroiderers (YEs), their leaders and the Board</p> <p>Process new YE memberships and renewals</p> <p>Act as Registrar for Youth Correspondence Courses</p> <p>Produce quarterly newsletter (Youth Embroiderers News – YEN)</p> <p>Write periodic articles for <i>Embroidery Canada</i></p> <p>Liaise with YE sponsors</p>
Length of Commitment	<p>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</p>
Duties	<p>Relating to Youth Embroiderers Membership:</p> <p>Maintain a master roster of all youth embroiderers on spreadsheet</p> <p>Keep EAC Membership Director up to date with status of YE membership</p> <p>Forward YE fees, names, and other necessary information to Membership Director</p> <p>Send out New Member's Kit to new members; include Eleanor Thomas Youth Bursary (ETYB) information for all members</p> <p>Send out new membership card to renewing YEs; include a 'goodie' if possible</p> <p>Ensure that the Youth section of EAC on the website is kept up to date</p> <p>Work with the Webmaster to post visual and written information of interest to youth</p> <p>Forward information for new Youth Chapter start-up as requested and provide guidance for leaders</p> <p>Relating to Production of YEN:</p> <p>Newsletter to be 7 to 12 pages, double-sided to include projects, activities, general needlework information geared to children 9 to 17 years of age</p> <p>Include fabric/thread samples as available, call for applications to ETYB, and information from <i>Embroidery Canada</i> articles</p>

Email Chapter leaders ahead of YEN mailing to confirm Chapter Roster

Mail YEN to youth membership

Chapter Leaders, EAC Board and contributors to YEN will receive YEN via email in PDF format

Forward updated Chapter Roster via email to Chapter Leaders.

Relating to Registrar for Youth Correspondence Courses:

Receive requests for courses; forward course/kit as requested

Select counsellor for YE and forward YE information to her/him

Ascertain that counsellor has a copy of Counsellor's Checklist/lesson

Maintain roster of YEs taking courses, follow up if necessary

Collect fees and forward to EAC Treasurer

Other Duties:

Prepare a yearly article for *Embroidery Canada* about YE activities or things of interest to Yes, include photos of Youths' stitched items if available

Receive applications for ETYB and collaborate with EAC President to determine recipient(s); notify recipient(s); publish names/award in YEN

Submit articles/photos/projects/information to the Webmaster

Contact sponsors for contents of New Member's Kit (provide at least one month lead time)

Reprint Needlework Notebook as necessary for inclusion in New Member's Kit

Update YE brochure periodically

Review Youth Embroiderers Guidelines periodically and update as necessary

Keep EAC President informed of concerns or problems

Reply to correspondence in a timely fashion

Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures

Prepare and present report to the semi-annual Board meetings

Final year of term:

Work with new appointee to learn position for a smooth transition

Time Commitment

Four to seven days per month (maximum days in months when YEN produced)

Meetings to Attend Youth Embroiderers meeting during Seminar week, if attending Seminar

Skills Required

- Ability to research and develop material for youth members
- Ability to create a newsletter
- Ability to meet deadlines
- Excellent communication skills, tact, diplomacy
- Excellent organizational skills
- Working knowledge of Microsoft Word, Excel; home computer with email and Internet capabilities

Skills Developed

- Ability to develop embroidery designs into projects for youth
- Knowledge of the operation of EAC
- Interpersonal skills working as a national Appointee Board member

YOUTH EMBROIDERERS' DIRECTOR - TIMELINE

January

February Mail YEN newsletter

March

By March 20th:

Submit article for Summer issue of *Embroidery Canada*; include updated information on ETYB

Correspond with Seminar Chair requesting certificates for YE participation at upcoming Seminar

Request that a drop box be placed in Seminar Central for donations to YEs

April

Prepare and submit reports for May Board meeting and AGM

Prepare YEN newsletter

May

Mail YEN newsletter

Chair Youth Embroiderers meeting at Seminar with Chapter Leaders in attendance and anyone interested in starting a YE chapter

June

By June 20th:

Submit article for Fall issue of *Embroidery Canada*

At the end of term of office:

- Update job description
- Forward all Youth Embroiderers Director files (including computer files/CDs) and donated materials/kits to replacement

July

Prepare YEN newsletter

August

Mail YEN newsletter

Include updated ETYB Seminar application form in mailings to National Members and Chapter Leaders

September

- October** **October 31st:**
Deadline for Eleanor Thomas Youth Bursary applications
Prepare and submit report for November Board meeting
- November** Consult with EAC President re ETYB recipient(s); inform recipient(s)
Prepare YEN newsletter, including names of ETYB recipient(s) and
Seminar information
Mail YEN newsletter
- December**
- Ongoing** Reply to correspondence in a timely fashion
Contact EAC membership, retail stores, Seminar Committees, suppliers and
others for donations to YEs, for use in newsletters, etc.
Distribute donated items to youth membership as available
Contribute additional reports/articles to *Embroidery Canada* following
consultation with Editor
Submit expense forms