

**- EAC WORKSHOP CYBER MASTER –  
JOB DESCRIPTION**

<b>Function</b>	<p><b>Appointee to the EAC Board</b></p> <p>Works under the EAC Education Director</p> <p>Responsible for establishing and maintaining the cyber classroom for the EAC Cyberworkshop Programme</p> <p>To create a dedicated electronic mailing list of Cyberworkshop students</p> <p>To create private web pages for each cyber course</p> <p>To prep web-ready images, charts and text, and to upload to the website. If instructor does not provide web-ready pictures, interact with instructor to achieve this</p> <p>Solicit cyber course instructors and promote cyber course offerings</p>
<b>Length of Commitment</b>	Two-year term; may be extended by mutual agreement
<b>Duties</b>	<p>Work with Education Director to solicit cyber workshops</p> <p>Gather proposals electronically and forward to Cyberworkshop Committee for review (committee comprises Workshop Cyber Master, Education Director and President). Once workshop proposal is accepted, Education Director handles the contract with instructor and sets time lines</p> <p>Prepare promotional material to be used by the EAC website, <i>Embroidery Canada</i> and Regional Directors, once contract finalized</p> <p>Working within the time lines, converse with the instructor to test their material</p> <p>Request material from the instructor in order to prepare website for course release</p> <p>Assist Cyber Registrar with registrations and Fibre Angel with set-up of chat group, as needed</p> <p>Review material and supporting documentation to ensure that instructions from the instructor are clear and material appropriate</p> <p>Release material as per time line (currently set at one per month for six months)</p> <p>Ensure website is functioning properly</p> <p>Monitor chat group for any web issues. Fibre Angel is responsible for any student-related technical questions and monitoring for inappropriate student interaction)</p> <p>Keep Education Director informed of concerns or problems</p> <p>Reply to correspondence in a timely fashion</p> <p>Prepare report for semi-annual Board meetings; submit to Education Director for presentation</p>

<b>Time Commitment</b>	<p>To solicit cyber courses: 1 to 5 hours, 2 to 4 times per year</p> <p>To receive proposals (i.e. review material, converting to PDFs for forwarding to Committee members, etc.): ½ to 1 hour per proposal, 2 to 4 times per year</p> <p>To develop promotional material and forwarding: 1 to 3 hours, 2 to 4 times per year</p> <p>To correspond with instructor/testing material: 1 to 2 hours, 2 to 4 times per year</p> <p>Supervision of site during courses: ½ to 1 hour per month x 6 months</p> <p>Additional time as necessary to respond to correspondence, etc.</p>
<b>Meetings to Attend</b>	None required
<b>Skills Required</b>	<p>Proficient in web design and photo editing</p> <p>Knowledge of needlework</p> <p>Understanding of web chat groups</p> <p>Ability to meet deadlines</p> <p>Knowledge of proper web protocol</p> <p>Excellent communication skills, tact, diplomacy</p> <p>Excellent organizational skills</p> <p>Computer literate with access to home computer</p>
<b>Skills Developed</b>	<p>Detailed knowledge of the operation of EAC</p> <p>Interpersonal skills working as a national Board member</p> <p>Enhancement of skills</p>

## **WORKSHOP CYBER MASTER - TIME LINE**

**January**

**February**

**March**

**April** Prepare and submit report to Education Director for May Board meeting

**May**

**June** At end of term of office:

- Update job description
- Forward Cyber Master files to replacement a.s.a.p.

**July**

**August**

**September**

**October** Prepare and submit report to Education Director for November Board meeting

**November**

**December**

**Ongoing** As outlined in 'Duties'  
Reply to correspondence in a timely fashion  
Promote EAC