

**- EDITOR *EMBROIDERY CANADA* –  
JOB DESCRIPTION**

<b>Function</b>	<b>Elected Director of the EAC Board</b> To edit, produce and mail <i>Embroidery Canada</i> Work with Ad Manager to produce appropriate ads
<b>Length of Commitment</b>	Two-year term beginning with Issue #1 (Fall/September); may be re-elected for additional two-year term
<b>Duties</b>	<p>Edit and produce <i>Embroidery Canada</i> on a quarterly basis. Review the submission of, and edit where necessary, articles submitted to EC</p> <p>Solicit appropriate articles for publication</p> <p>Plan themes for magazines, if desired</p> <p>Review and consolidate items of interest to embroiderers, such as shows and news releases</p> <p>Confer with Ad Manager on the placement and pre-press of all ads. Send a proof of the ad to the client to ensure accurate information, if possible</p> <p>Update information regarding Board of Directors, chapters, etc. as supplied by the Membership Director</p> <p>Ensure a copy of <i>EC</i> is proofed by the Editorial Committee (including EAC President) before printing begins</p> <p>Keep in contact with Membership Director and mailing company to ensure a smooth transfer of information and mailing of <i>EC</i></p> <p>Produce an article detailing the annual Seminar, including photographs</p> <p>Work with Seminar Committee re production of Seminar brochure</p> <p>Work with the Treasurer to prepare a budget for <i>EC</i>, based on estimated expenses</p> <p>Submit expense statements to the Treasurer for each issue</p> <p>Review portfolio policies and procedures periodically and update as necessary</p> <p>Keep EAC President informed of concerns or problems</p> <p>Reply to correspondence in a timely fashion</p> <p>Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures</p> <p>Prepare and present report to the semi-annual Board meetings</p> <p>Prepare report for AGM; present report, if attending</p>
<b>Time Commitment</b>	12 days per month Additional time as necessary at production time

<b>Meetings to Attend</b>	Semi-annual Board meetings (May & November) AGM (May)
<b>Skills Required</b>	Understanding of requirements of the graphical elements of magazine layout, including ads used by the design house i.e. photo resolution and colour requirements, graphics, formats, etc. Ability to solicit information for publication Writing and editing skills, with a good command of English Knowledge of copyright laws Public relations skills Excellent communication skills, tact, diplomacy Excellent organizational skills; an eye for detail Computer literate; home computer; email; Photo-checking software, ability to receive a variety of file formats
<b>Skills Developed</b>	Magazine layout, understanding of press capabilities Knowledge of pictures/slides which may be used in magazine publication, including how to choose the most suitable, in both colour and black/white Detailed knowledge of the operation of EAC Interpersonal skills working as a national Board member

## EDITOR - TIME LINE

- January** By 20<sup>th</sup>: Spring/March issue #3 deadline for articles/ad copy/photos  
Include:
- Notice of Pauline Glover Educational Grant and Pulled Thread Award
  - Notice of AGM
  - Every other odd-numbered year: first call for nominations for Board of Directors
  - Every other even-numbered year: slate of officers/directors with bios/photos, and ballot if necessary
  - Reviewed EAC financial statements
  - Advertising for Seminar on inside front cover, as available
  - Seminar Committee – Call for Teachers
- By 28<sup>th</sup>: copy to design house
- February** By 15<sup>th</sup>: copy emailed to proofreaders (includes two proofs) and back to design house for final changes  
By 20<sup>th</sup>: copy at printers; receive mailing list from Membership Director, and send to mailing house
- March** By 1<sup>st</sup>: issue in mail
- April** Prepare and submit reports for May Board meeting and AGM  
By 20<sup>th</sup>: Summer/June issue #4 deadline for articles/ad copy  
Include:
- Every other odd-numbered year: second call for nominations for Board of Directors
  - Every other even-numbered year, elected slate of Officers/Directors & Appointees
  - Editor's Seminar article & photos
  - Members' Exhibition winners, as room allows
  - Award winners, as room allows
  - Advertising for upcoming Seminar
  - Seminar Committee – Call for Teachers
- By 27<sup>th</sup>: copy to design house
- May** By 15<sup>th</sup>: copy emailed to proofreaders (includes two proofs) and back to design house for final changes

By 20<sup>th</sup>: copy at printers; receive mailing list from Membership Director, and send to mailing house

Present report at Board meeting; present report at AGM if attending

**June**

By 1<sup>st</sup>: issue in mail

By 15<sup>th</sup>: Seminar brochure copy deadline, if being prepared by design house

At the end of term of office:

- Update job description
- Forward the Editor files to replacement a.s.a.p.

**July**

By 20<sup>th</sup>: Fall/September issue #1 deadline for articles/ad copy

Include:

- Seminar brochure insert for upcoming Seminar
- Results from Seminar, if unable to print in June issue
- Advertising for following Seminar (inside cover if available)
- Every other year: third call for nominations for Board of Directors
- Every second year: call for nominations for Officers/Directors of Board

By 27<sup>th</sup>: copy to design house

**August**

By 15<sup>th</sup>: copy emailed to proofreaders (includes two proofs) and back to design house for final changes

By 20<sup>th</sup>: copy at printers; receive mailing list from Membership Director, and send to mailing house

**September**

By 1<sup>st</sup>: issue in mail

**October**

Prepare and submit report for November Board meeting

By 20<sup>th</sup>: Winter/December issue #2 deadline for articles/ad copy; Seminar brochure if being prepared out-of-house

Include:

- Call for Teachers for next Seminar (inside front cover as available)
- Updates on upcoming Seminar
- Every other year, call for volunteers for Nominating Committee
- Every second year, bios/photos of nominated slate of Officers/Directors. Space to be held, as interviews of nominees not completed until end of October. Consult with Past President re status of interview process

By 27<sup>th</sup>: copy to design house

- November**      Attend Board meeting, present report  
By 15<sup>th</sup>: copy emailed to proofreaders (includes two proofs) and back to design house for final changes  
By 20<sup>th</sup>: copy at printers; receive mailing list from Membership Director, and send to mailing house
- December**      By 1<sup>st</sup>: issue in mail
- Ongoing**          Collect and edit articles for publication. Members of the Board of Directors. President, Membership, Education, Editor, Youth and Library are responsible for submitting quarterly articles, with up-to-date information, regarding their positions.  
Update promotional copy mailing list  
Send out copies of magazines to people who submitted articles but are not EAC members  
Reply to correspondence in a timely fashion  
Submit quarterly expense forms  
Promote EAC