

**- EAC MEMBERSHIP DIRECTOR –  
JOB DESCRIPTION**

<b>Function</b>	<b>Elected Director of the EAC Board</b> To receive membership dues To forward membership cards for all paid-up members To maintain Association's membership records To produce the mailing list for <i>Embroidery Canada</i>
<b>Length of Commitment</b>	Two-year term; may be re-elected for additional two-year term
<b>Duties</b>	Maintain an up-to-date computer record of EAC members in appropriate categories (Life, Chapter, National, International, Affiliates and Youth) Answer all enquiries concerning membership Keep a correspondence file for each chapter Keep copies of all other correspondence received or sent Send updated rosters to each chapter quarterly, or when requested Send 'Member's Handbook' to chapters as required Provide membership cards to each Chapter Membership chairperson as soon as possible after receipt of fees Provide membership cards for National Members as soon as possible after receipt of fees and mail together with welcome letter, Member's Handbook and complimentary copy of a back issue of <i>Embroidery Canada</i> Send a newsletter to Chapter membership chairpersons, as necessary Send reminder cards to National and International members two months before expiry date. Send final notice reminder cards to National and International members in the expiry month Record and forward all monies received and expended for membership to the EAC Treasurer Produce a list (disc or email) for the mailing labels of the quarterly mailing of <i>Embroidery Canada</i> Provide an Excel spreadsheet to Directors requiring mailing labels Prepare a complete membership roster for distribution only to Board members Be prepared to write a column on membership highlights for <i>Embroidery Canada</i> following the quarterly format, as necessary Send additional copies of current issues of <i>Embroidery Canada</i> to specific Board members, as required Send past issues of <i>Embroidery Canada</i> to chapters requesting such for displays, shows, etc. Prepare and present reports at and participate in the semi-annual Board meetings

Prepare and present report to AGM, if attending  
Notify President, Secretary, Editor, Regional Directors and other Board members of new chapter formation  
Notify President, Regional Directors and Webmaster of changes in chapter presidents  
Keep President informed of concerns or problems  
Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures

**Time Commitment** 25 to 30 hours per week  
Additional time as necessary to write reports, respond to correspondence, etc.

**Meetings to Attend** Semi-annual Board meetings (May & November)  
AGM (May)

**Skills Required** Excellent working knowledge in Microsoft Word, Excel and Office; home computer, email  
Excellent communication skills  
Excellent organizational skills  
Patience and a sense of humour

**Skills Developed** Detailed knowledge of the operation of EAC  
Public relations skills  
Interpersonal skills working as a national Board member

## MEMBERSHIP DIRECTOR - TIME LINE

- January** By 20<sup>th</sup>: Deadline for submissions to *Embroidery Canada* Spring/March issue #3
- February** Send Chapter membership chairs list of November 1 renewals still outstanding  
Send Chapter rosters to Chapter membership chairs  
Send National and International final notice reminders for February 1 expiry date
- March** Prepare disc or e-mail for *Embroidery Canada*  
Send National and International members renewal reminders for May 1 expiry date
- April** By 20<sup>th</sup>: Deadline for submissions to *Embroidery Canada* Summer/June issue #4  
Write reports for May Board meeting and AGM
- May** Prepare membership lists for Board meeting  
Attend Board meeting and AGM, present reports  
Send Chapter membership chairs list of February 1 renewals still outstanding  
Send Chapter rosters to Chapter membership chairs  
Send National and International final notice reminders for May 1 expiry date
- June** Prepare disk or email for *Embroidery Canada*  
Send National and International members renewal reminders for August 1 expiry date  
At the end of term of office:
- Update job description
  - Forward Membership Director files to replacement a.s.a.p.
- July** By 20<sup>th</sup>: Deadline for submissions to *Embroidery Canada* Fall/September issue #1
- August** Send Chapter membership chairs list of May 1 renewals still outstanding  
Send Chapter roster to Chapter membership chairs  
Send National and International final notice reminders for August 1 expiry date
- September** Prepare disk or email for *Embroidery Canada*  
Send National and International renewal reminders for November 1 expiry date
- October** By 20<sup>th</sup>: Deadline for submissions to *Embroidery Canada* Winter/December issue #2  
Write report for November Board meeting

- November** Attend Board meeting, present report  
 Send Chapter membership chairs list of August 1 renewals still outstanding  
 Send Chapter rosters to Chapter membership chairs  
 Send National and International final notice reminders for November 1 expiry date
- December** Prepare disk or e-mail for *Embroidery Canada*  
 Send National and International renewal reminders for February 1 expiry date
- Daily** Process memberships  
 Answer correspondence and e-mails
- Monthly** Deposit cheques and send cheque breakdown to Treasurer  
 Send credit card breakdown to Treasurer for processing
- By Request** Updates to Board and Chapter Presidents' Roster
- Quarterly** Produce disk or e-mail for mailing labels, separate International from Canadian for postage reasons  
 When "return to sender" *Embroidery Canada* received, request update of address from Chapter membership chair and mail replacement copy to member when corrected address received  
 Submit expense forms
- Miscellaneous** Date stamp all correspondence, including cheque information (cheque and amount)  
 Produce current President and Board Members mailing lists  
 Produce current Chapter rosters  
 Ensure each member has only one membership number. Dual members keep "home" prefix and pay only local dues to other chapters  
 Supply extra copies of *Embroidery Canada* upon request