

**- EAC PAST PRESIDENT –
JOB DESCRIPTION**

Function	Ex Officio Member of the EAC Board Chair Nominating Committee Chair Bylaw Review Committee ICNA Representative in first year of term Update job descriptions Act as Parliamentarian as needed.
Length of Commitment	Two-year term
Duties	<p>Update the Board job descriptions/time lines in consultation with Board members. Once complete, make disc copies for Past President file and send copies to EAC Secretary and Webmaster</p> <p>Ascertain the wishes of Board members in fulfilling the two year term of their mandate and their wish for future positions on the Board</p> <p>Form a Nominating Committee in the fall of the first year of term</p> <p>Present 'Call for Nominations' three times prior to presenting slate of nominees for election (use <i>Embroidery Canada</i>, Regional Directors' newsletters or other means to reach all members). Send information to Webmaster</p> <p>Work with Nominating Committee to facilitate interviews of nominees as per Nominating Committee Policy and Guidelines</p> <p>Present a slate of officers/directors for election, and list of appointees, for the upcoming term at the fall Board meeting in the second year of term (prior to AGM elections)</p> <p>Facilitate publication of nominees' profiles in Winter/December issue of <i>Embroidery Canada</i> prior to election; nominees' profiles and ballot if necessary in the Spring/March issue of <i>Embroidery Canada</i>; and, elected members in Summer/June issue of <i>Embroidery Canada</i></p> <p>Receive and count ballots with the assistance of two scrutineers</p> <p>Announce elected Board members at AGM in second year of term</p> <p>Organize bylaw changes as needed</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 reports to the semi-annual Board meetings</p> <p>Prepare and present report to AGM in second year of term</p>
Time Commitment	25 to 30 hours per month

Additional time as necessary to respond to correspondence, etc.

Meetings to Attend

Semi-annual Board meetings (May & November)
AGM (May)

Skills Required

Excellent communication skills, tact, diplomacy
Excellent organizational skills
Computer literate; access to a home computer, with email

Skills Developed

Knowledge of EAC members' talents and interests which will make them valuable EAC Board members
Interpersonal skills working as a national Board member

PAST PRESIDENT - TIME LINE

- January** **In first year of term**, by Jan. 20: prepare and submit 'Call for Nominations' ad for *Embroidery Canada* Spring/March issue #3 and website; also to be sent to Regional Directors for inclusion in their newsletter to chapter presidents/national members.
- In second year of term**, by Jan. 20: If an election is required, submit slate of nominated officers/directors (with biographical information/photos) and a ballot to *Embroidery Canada* Spring/March issue #3 and website. If an election is not necessary, submit the acclaimed slate of officers/directors (and appointees as space allows).
- February** **In first year of term**: distribute Board job descriptions/time lines requesting necessary revisions
- March** **In first year of term**: collate revised job descriptions/time lines in packages for distribution to Board members and members of Nominating Committee
- April** Prepare and submit report for May Board meeting, include ICNA report in first year of term
- In first year of term**: by April 20: prepare and submit 'Call for Nominations' ad for *Embroidery Canada* Summer/June issue #4 and website
- In second year of term**, if an election is held, arrange with Editor of *Embroidery Canada* to leave room in Summer/June issue #4 for results (see May note).
- May** **In first year of term**, contact Board members to ascertain whether they wish to be nominated for a second term, or another position on the Board
- In first year of term**, distribute job description packages to Board members at meeting; mail remainder
- In second year of term**, after 30 April deadline and before Board meeting, scrutinize counting of election ballots /validate election results. Write report for AGM re election results/newly elected slate; election results to be disclosed publicly only at AGM
- Attend and present report at Board meeting
- Attend AGM in first year of term. **In second year of term**, attend and present report on election results, present new slate, ask for motion to destroy election ballots. Provide copy of report to Secretary. Contact nominees involved in an election and not in attendance at the AGM personally to advise them of their status (i.e. won or lost the election)
- In second year of term**, if there has been an election, submit article reporting on the results to *Embroidery Canada* Summer/June issue #4 and website. Include appointees, if not already featured.
- June** **In first year of term**: change mailing address to current President
- At the end of term of office:

- Update job description
- Forward Past President files to replacement a.s.a.p.

July	<i>In second year of term</i> , by July 20, prepare and submit ‘Call for Nominations’ ad for <i>Embroidery Canada</i> Fall/September issue #1 and website
August	In first year of term: prepare and submit request for volunteers to serve on Nominating Committee to Regional Directors for inclusion in their newsletter to chapter presidents/national members
September	Ask Board members to review Association bylaws and recommend any necessary changes In the first year of term: Invite Regional Directors to question the chapter presidents at the regional meetings for recommendations of future Board members
October	In first year of term , by October 20: prepare and submit ad requesting volunteers to serve on Nominating Committee to <i>Embroidery Canada</i> Winter/December issue #2 and website; also to be sent to Regional Directors for inclusion in their newsletter to chapter presidents/national members <i>In second year of term</i> , after 1 October deadline: work with the Nominating Committee to facilitate the interviews of the nominees for election to the Board; these interviews to be concluded by month’s end. Thereafter, collect biographical information and photos of proposed slate of officers/directors and send to Editor of <i>Embroidery Canada</i> for Winter/December issue #2, and to Webmaster. Prepare and submit report for November Board meeting; include ICNA in first year of term
November	Attend Board meeting, present report
December	
Ongoing	In first year of term: Maintain contact with ICNA Reply to correspondence in a timely fashion Submit quarterly expense forms Promote EAC