

## **- EAC PRESIDENT – JOB DESCRIPTION**

<b>Function</b>	<b>Elected Officer of the EAC Board</b> Chief Executive Officer of the Corporation Manages the workings of the Association Presides at Board meetings and the Annual General Meeting Signing officer of the Corporation ICNA representative in the second year of term
<b>Length of Commitment</b>	Two-year term, followed by a two-year term as Past President and Nominating Committee Chair
<b>Duties</b>	Prepare agendas for and chair all meetings of the Board and AGM Have working knowledge of EAC bylaws In the first year of term, attend fall Regional Meetings In the second year of term, become ICNA representative Prepare and submit a quarterly President's column for <i>Embroidery Canada</i> Prepare AGM notice and proxy form for <i>Embroidery Canada</i> Forward Chapter Charter Certificate, welcome letter and cheque for start-up costs to each new chapter Receive, read and file chapter newsletters; forward such to EAC Archivist each year Receive and complete Chapter Newsletter Rebate forms; forward to EAC Treasurer Proofread <i>Embroidery Canada</i> before being printed Proofread <i>Youth Embroiderers' News</i> before being printed Proofread Seminar brochure before being printed Respond to correspondence in a timely fashion Update Board regularly on issues; maintain good communication Prepare and present reports to the semi-annual Board meetings Prepare and present report to AGM on state of Association, including updates from non-reporting portfolios Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures Keep Embroiderers' Association of Canada, Inc. seal Promote EAC at every opportunity
<b>Time Commitment</b>	10 to 20 hours per week

Additional time as necessary to respond to correspondence, etc.

**Meetings to Attend**

Semi-annual Board meetings (May & November)

Education meeting (May)

AGM (May)

Prairie Pacific and Atlantic Central regional meetings in first year of term

**Skills Required**

Experience on the EAC Board

Commitment to EAC

Excellent interpersonal skills (patience, tact, diplomacy)

Excellent communication skills

Leadership skills

Excellent organizational skills

Computer literate with access to home computer, including email

**Skills Developed**

Detailed knowledge of the operation of EAC

Improved managerial skills

Confidence in public speaking

Awareness of the international state of embroidery

## PRESIDENT - TIME LINE

- January**      **By 20<sup>th</sup>:** Submit column for Spring/March issue #3 of *Embroidery Canada*  
Submit notice of AGM for Spring/March issue #3 of *Embroidery Canada*  
Tend to business arising from November Board meeting  
Proofread YEN newsletter  
Confer with Youth Embroiderer Director to determine recipients of Eleanor Thomas Youth Bursary
- February**      Proofread Spring/March issue #3 of *Embroidery Canada* before printing
- March**          Work with Secretary on memo to Board members requesting reports for May Board meeting and AGM
- April**            Prepare and submit reports for May Board meeting and AGM  
**By 20<sup>th</sup>:** submit column for Summer/June issue #4 of *Embroidery Canada*  
Proofread YEN newsletter
- May**              **At Seminar:**  
Chair Board meeting and present report; set dates and location of fall Board meeting  
Attend Education Committee meeting (act as secretary for meeting)  
Host President's reception for Teacher/Seminar Committee  
Chair AGM, present report including updates from non-reporting portfolios  
Attend joint PP/AC Regional meeting  
Attend Youth Embroiderers' meeting  
In second year of term, work with incoming President to host meeting of incoming/outgoing Board members  
Attend other committee meetings as required  
**After Seminar:**  
Write congratulatory and thank-you notes  
Proofread minutes of Board and AGM meetings  
Proofread Summer/June issue #4 of *Embroidery Canada*  
**Other:**  
Forward annual Industry Canada filing (with cheque for \$30) by June 1<sup>st</sup>  
Proofread Seminar brochure
- June**             Tend to business arising from May Board meeting

At the end of term of office:

- Forward President files to replacement by July 1<sup>st</sup>
- Update job description

<b>July</b>	Review files Process Chapter Newsletter Rebate forms Forward chapter newsletters for previous year to Archivist <b>By 20<sup>th</sup></b> : submit column for Fall/September issue #1 of <i>Embroidery Canada</i> Proofread YEN newsletter
<b>August</b>	Confirm date and location for Fall Board meeting Proofread Fall/September issue #1 of <i>Embroidery Canada</i>
<b>September</b>	Work with Secretary on memo to Board members requesting reports for fall Board meeting In first year of term, attend PP and AC Regional meetings
<b>October</b>	Prepare and submit report for November Board meeting <b>By 20<sup>th</sup></b> : submit column for Winter/December issue #2 of <i>Embroidery Canada</i> Proofread YEN newsletter
<b>November</b>	Chair Board meeting, present report; In first year of term, present Board of Director pins to new Board members Proofread Winter/December issue #2 of <i>Embroidery Canada</i> Tend to business arising from Board meeting
<b>December</b>	
<b>Ongoing</b>	As outlined under Duties Reply to correspondence in a timely fashion Maintain good communication with Board members Submit quarterly expense forms Promote EAC