

**- EAC SAMPLER REGISTRAR -
JOB DESCRIPTION**

Function	Appointee to the EAC Board Records the details of samplers of all types in Canadian collections using information collected by EAC members, following the Board-approved documentation process.
Length of Commitment	Two-year term; may be extended by mutual agreement
Duties	Communicates with EAC chapters and national members requesting assistance in documenting samplers of all types held in Canadian institutions and private collections, following Board-approved procedures Records the specific details of samplers from information gathered by EAC members on the media approved by the Board Communicates with the EAC Librarian in a timely fashion providing any additions and/or changes to the Sampler Registry on the media approved by the Board Communicates with the Editor of <i>Embroidery Canada</i> and the Webmaster re Sampler Registry information updates suitable for publication and placing on the website Consults with the EAC Treasurer and Librarian re cost analysis of Sampler Registry information provided to researchers Communicates regularly with representatives collecting data Keep the EAC President informed of concerns or problems Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures Prepare reports to the semi-annual Board meetings, including an annual budget for the May Board meeting Prepare updates, as necessary, on Sampler Registry for President to report on at AGM
Time Commitment	5 to 10 hours per month Additional time as necessary to respond to correspondence, etc.
Meetings to Attend	None required May attend semi-annual Board meetings (May & November) and AGM (May) at own expense, unless specifically requested by the Board
Skills Required	An interest in the history and recording of samplers and related information Excellent communication skills, tact, diplomacy Excellent organizational skills

Computer literate with access to home computer

Skills Developed

Expanded knowledge of embroidered samplers

Greater awareness of the historical significance of Canadian embroidery and of Canadian samplers

Detailed knowledge of the operation of EAC

Interpersonal skills working as a national Board member

SAMPLER REGISTRAR - TIME LINE

January

February

March

April Prepare and submit reports for May Board meeting and highlights to be presented at AGM by President

May

June At end of term of office:

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

July

August Send update on Sampler Registry program to PP/AC Regional Directors to present at their regional meetings
Submit expense forms by 31st for EAC year-end

September

October Prepare and submit report for November Board meeting

November

December

Ongoing Process requests for information re Sampler Registry
Communicates regularly with representatives collecting data
Submit quarterly expense forms
Answer correspondence and e-mails