

**- EAC VICE PRESIDENT –
JOB DESCRIPTION**

Function	Elected Officer of the EAC Board Liaison with persons or groups interested in forming new Chapters of EAC Act as Seminar Liaison with upcoming Seminars Act as Awards and Exhibitions Coordinator Assist the President and take over her duties in case of illness or other emergency Chair the Promotions Committee (purpose of which is to increase membership)
Length of Commitment	Two-year term, followed by a two-year term as President and then two years as Past President
Duties	1. New Chapter Representative Correspond with groups interested in forming new chapters Send out promotional materials and slides as requested Visit with groups or arrange for an EAC member to visit Inform Board members of formation of new chapters Receive a copy of the new chapter forms to file 2. Seminar Liaison Advertise for upcoming Seminar hosts, either in <i>Embroidery Canada</i> or directly by letter to chapters Provide “Seminar Policy and Guidelines” to chapters considering hosting Seminar Circulate the Seminar binders to upcoming Seminar Committees Assist Seminar Committee with all aspects of planning as needed May be required to receive Teacher Proposals and assist in selection of prospective faculty for Seminar Receive Seminar Committee’s suggested faculty for presentation to Board for approval Assist in preparation of EAC Teacher Contracts as needed Proof the Seminar brochure prior to publication Chair the meeting for Teachers, Seminar Committee members and EAC Board prior to Seminar classes Review Seminar policies and procedures periodically and update as necessary 3. Awards and Exhibitions Revise the Awards and Exhibition information as required

Send updates to the Editor of *Embroidery Canada*
Give assistance to the Awards and Exhibition coordinator at Seminar
Present the Seminar Theme Award thimble to the winner at closing Seminar banquet
Update the Awards and Exhibition binder each year
Keep EAC President informed of concerns or problems
Reply to correspondence in a timely fashion
Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures
Prepare and present report to the semi-annual Board meetings
Organize gift for outgoing president in second year of term

Time Commitment	25 to 30 hours per month
Meetings to Attend	Semi-annual Board meetings (May & November) AGM (May) In second year of term, fall PP and AC Regional Meetings
Skills Required	Experience attending EAC Seminars Excellent communication skills, tact, diplomacy Excellent organizational skills Computer literate; home computer; email
Skills Developed	Detailed knowledge of the operation of EAC Interpersonal skills working as a national Board member

VICE PRESIDENT - TIME LINE

January	Ensure Seminar Committee is preparing Seminar Theme Award thimble or commission such if necessary
February	
March	
April	Prepare and submit report for May Board meeting Proof Seminar brochure before printing
May	Present report at Board meeting. In second year of term, present outgoing president with gold/silver EAC President pin and gift at AGM At Seminar: <ul style="list-style-type: none">• work with Members' Exhibition Committee• verify ballot count with Seminar Exhibition Committee• present Seminar Theme Award to winner After Seminar: <ul style="list-style-type: none">• update Awards and Exhibition binder
June	In second year of term, contact Regional Directors to confirm dates and times of fall Regional Meetings; arrange transportation to these meetings At the end of term of office: <ul style="list-style-type: none">• Update job description• Forward Vice President files to replacement a.s.a.p.
July	
August	
September	In second year of term, attend fall Regional Meetings
October	Prepare and submit report for November Board meeting
November	Attend Board meeting, present report

Present proposed slate of Seminar teachers to Board
Inform upcoming Seminar Chairs of Board decisions affecting Seminar
Ensure that Teacher Contracts are sent out on time

December

Ongoing Maintain contact with Seminar Committees on a regular basis, providing information and guidance as necessary

Respond to requests for information about EAC. Send out new chapter applications, past issues of *Embroidery Canada*, correspondence course brochures, etc. as requested

Attend as many functions as possible as a representative of EAC

Reply to correspondence in a timely fashion

Submit quarterly expense forms