

**- EAC YOUTH EMBROIDERERS' DIRECTOR –
JOB DESCRIPTION**

Function	<p>Elected Director of the EAC Board</p> <p>Act as liaison between Youth Embroiderers (YEs), their leaders and the Board</p> <p>Process new YE memberships and renewals</p> <p>Act as Registrar for Youth Correspondence Courses</p> <p>Produce quarterly newsletter (Youth Embroiderers' News – YEN)</p> <p>Write quarterly article for <i>Embroidery Canada</i></p>
Length of Commitment	Two-year term; may be re-elected for additional two-year term
Duties	<p>Relating to Youth Embroiderer Membership:</p> <p>Maintain a master roster of all youth embroiderers on spreadsheet</p> <p>Keep EAC Membership Director up-to-date with status of YE membership</p> <p>Forward YE fees and names, etc. to Membership Director</p> <p>Send out "New Members' Kit" to new members. Include Eleanor Thomas Youth Bursary information to national members</p> <p>Send out new membership card to renewing YEs; include a 'goodie' if possible</p> <p>Keep EAC Webmaster up-to-date with changes to youth chapters</p> <p>Forward information for new Youth chapter start-up as requested and provide guidance for leaders</p> <p>Relating to Production of YEN:</p> <p>Newsletter to be 7 to 10 pages, double-sided: include projects, activities, general needlework information geared to children 9 to 17 years of age</p> <p>Include fabric/thread samples as available, call for applications to ETYB and information from <i>Embroidery Canada</i> article</p> <p>Email chapter leaders ahead of YEN mailing to confirm chapter roster</p> <p>Mail YEN to youth membership, chapter leader, EAC Board and contributors to YEN. Chapters receive YEN in bulk for Winter, Spring & Fall issues; individually for Summer issue or as necessary</p> <p>Forward updated chapter roster via email ahead of YEN mailing</p> <p>Relating to Registrar for Youth Correspondence Courses:</p> <p>Receive requests for courses; forward course/kit as requested</p> <p>Select counsellor for YE; forward YE information to her</p> <p>Ascertain that counsellor has a copy of Counsellor's Checklist/lesson</p> <p>Maintain roster of YEs taking courses; follow up if necessary</p> <p>Collect fees and forward to EAC Treasurer</p>

Other Duties:

Prepare a quarterly article for *Embroidery Canada* about YE activities or things of interest to YEs. Include photos of Youths' stitched items if available

Receive applications for ETYB; collaborate with EAC President to determine recipient(s); notify recipient(s); publish names/award in YEN

Submit articles/photos/projects/information to Webmaster

Contact Coats & Clark Canada Ltd. for contents of 'New Members' Kit' (provide at least one month lead-time)

Reprint 'Needlework Notebook' as necessary for inclusion in 'New Members' Kit'

Update YE brochure periodically

Review Youth Embroiderers Guidelines periodically and update as necessary

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

Prepare report for AGM; present report if attending

Time Commitment 4 to 7 days per month (maximum days in months when YEN produced)

Meetings to Attend Semi-annual Board meetings (May & November)
AGM (May)
Youth Embroiderers' meeting during Seminar week

Skills Required Ability to research and develop material for youth members
Ability to create a newsletter
Ability to meet deadlines
Excellent communication skills, tact, diplomacy
Excellent organizational skills
Working knowledge of Microsoft Word, Excel; home computer with email

Skills Developed Ability to develop embroidery designs into projects for youth
Knowledge of the operation of EAC
Interpersonal skills working as a national Board member

YOUTH EMBROIDERERS' DIRECTOR - TIME LINE

- January** By 20th : deadline for article for Spring/March *Embroidery Canada* issue #3
Consult with EAC President re ETYB recipient(s); inform recipient(s)
Prepare YEN newsletter (send draft to President for approval), including names of ETYB recipient(s) and Seminar information
- February** Mail YEN newsletter in first week (in bulk to each chapter)
- March** Correspond with Seminar Chair requesting certificates for YE participation at upcoming Seminar. Request that a drop box be placed in Seminar Central for donations to YEs
- April** By 20th : deadline for article for Summer/June *Embroidery Canada* issue #4
Prepare and submit reports for May Board meeting and AGM
Prepare YEN newsletter (send draft to President for approval)
- May** Mail YEN newsletter in first week in bulk to each chapter
Present report at Board meeting; present report at AGM if attending
Chair Youth Embroiderers' meeting at Seminar with chapter leaders in attendance and anyone interested in starting a YE chapter
- June** At the end of term of office:
- Update job description
 - Forward all Youth Embroiderers' Director files (including computer files/CDs) and donated materials/kits to replacement a.s.a.p.
- July** By 20th : deadline for article for Fall/September *Embroidery Canada* issue #1; include updated information on ETYB
Prepare YEN newsletter (send draft to President for approval)
- August** Mail YEN newsletter in first week individually
Include updated ETYB Seminar application form in mailings to National Members & chapter leaders
- September** Prepare extra New Member's Kits in anticipation of new memberships
- October** Prepare YEN newsletter (send draft to President for approval). Include Seminar information and ETYB information

Prepare and submit report for November Board meeting

By 20th: deadline for article for Winter/December *Embroidery Canada* issue #2

Prepare a report for Coats & Clark Canada Ltd. indicating approximate number of folders required for following year

November

Mail YEN newsletter in first week (in bulk to chapters)

Attend Board meeting, present report

December

31st: Deadline for Eleanor Thomas Youth Bursary applications

Ongoing

Reply to correspondence in a timely fashion

Contact EAC membership, retail stores, Seminar committees, suppliers, etc. for donations to YEs, for use in newsletters, etc.

Distribute donated items to youth membership as available

Submit quarterly expense forms