

EAC - REGIONAL POLICY ATLANTIC/CENTRAL AND PRAIRIE/PACIFIC

Two regions – Prairie/Pacific and Atlantic/Central – have been established with a Regional Director from each to sit on the Board of Directors to represent all national members and chapters within each respective region. The Prairie/Pacific region includes all chapters and national members west of Ontario and the Atlantic/Central region includes all chapters and national members east of Manitoba.

1. National members are affiliated with their geographic region.
2. International members are affiliated with the nearest region geographically.
3. The purpose of a Regional meeting is to provide a forum whereby representatives from each chapter and the national membership in a region gather to share local, regional and national concerns. The Regional Director makes recommendations to the EAC board of Directors on the basis of these discussions. The Board of Directors may use these recommendations as guidelines for formulating national policy. These meetings must be held prior to the fall Board meeting and during the annual Seminar.
4. The Regional Directors are elected by the chapter presidents at the fall Regional meeting for a two-year term. If no nominations for a Regional Director are received, the Board will appoint a Regional director for the full term.
5. Each Regional Director shall chair their respective Regional meetings. Each chapter president or their delegate shall attend their respective Regional meetings. There is some travel funding assistance available.
6. The EAC Vice President shall represent the EAC Board of Directors, ex officio, in her second year of the term and by the EAC President in her first year of the term.
7. The Regional Director following consultation with the regions' chapters shall decide the location of the Regional meeting. It is expected that each chapter shall host a meeting at some time.
8. The host chapter is to be responsible for arranging the meeting place, billeting the visiting attendees, taking of the minutes, and sending the minutes to the Regional Director. The minutes should be sent within one week of the meeting.
9. The host chapter shall be reimbursed from EAC for the business expenses of the meeting, but EAC will not accept responsibility for social expenses. Business expenses will include meeting room rentals, coffee, lunch, photocopying and distribution of reports and minutes.
10. Travel expenses of the EAC Board representatives is the responsibility of EAC.
11. Travel expenses of the chapter presidents is the responsibility of the individual and/or the chapter. Travel funding assistance to the fall meetings for the chapter president or delegate is available through the Regional Director. This funding is determined at the spring Regional meeting.
12. Chapters attending their first Regional meeting may receive full funding.

REGIONAL RESPONSIBILITIES

1. The Regional Directors shall arrange the location and date of the Regional meetings and set the agendas in consultation with the chapters in her region. She shall chair the Regional meetings.
2. The Director shall circulate the minutes of the fall Regional meeting before the fall Board meeting to all chapter presidents, the EAC President, and to the other Regional Director.

3. The Director shall communicate with the region's Chapter presidents at least quarterly. The Director shall communicate with the regions' national members at least semi-annually.
4. The Director shall lead the discussion for the disbursement of the travel assistance fund. She shall send receipts for travel funding assistance to the EAC Treasurer for reimbursement after the fall Regional meeting.
5. The Director shall collect written nominations and ensure the procedures for electing a Regional Director (her successor) are met.

CHAPTER PRESIDENT'S RESPONSIBILITIES

1. Attend or send an alternate delegate to the Spring board meeting at Seminar as a non-voting representative. Circumstances may merit that a "straw vote" may be taken on matters under discussion so that the EAC Board notes a consensus of the group prior to the formal vote. The Regional Director is the official voice of the chapters at the Board meeting.
2. Attend or send an alternate delegate to the Regional meeting in their region as a voting representative.
3. Submit an annual report of chapter activities, ideas, suggestions and concerns to the Regional Director for discussion at the annual fall Regional meeting. Notify the Regional Director in writing of any matters they wish to be raised at the Board Meeting.
4. Forward biannually a written nomination for a Regional Director to the current Regional Director.
5. Submit upcoming Chapter executive lists to the Membership Director if applicable, the newsletter rebate form to the EAC President, and the annual financial statement to the EAC Treasurer, by August 1 of each year.
6. Submit any newsletters published to the EAC president, Regional Chair, Archives, and the Editor of *Embroidery Canada*.
7. Maintain the Chapter presidents' Resource Manual and pass it on to the next chapter president. Update the manual with new inserts as available.