

ISC Newsletter Editor

Position description:

- Produces 3 issues of the newsletter per year
- Solicits articles for inclusion in newsletter
- Encourages volunteer participation in production of newsletter where appropriate
- Submits report to executive members prior to executive meetings and AGM

Reports to:

- ISC President and executive
- ISC membership

Position term:

- 2 years (renewable)

Time commitment:

- 3 x 4-hour executive meetings
- 2-hour Annual General Meeting
- Preparation of executive reports, 2 hours
- Newsletter related e-mails, 4 hours per edition
- Copyediting and layout of newsletter, 12-15 hours per edition (variable depending on content)
- Co-ordinating volunteers, 1 hour per edition
- Printing and mailing of hard copy newsletters, 1-2 hours per edition
- Executive e-mails, 1 hour per week, variable prior to conference

Skills/Characteristics required:

- Knowledge of indexing and the indexing community
- Copyediting skills
- Creativity, and ability to encourage creativity in others
- Talent for layout and visual effect
- Effective communicator
- Ability to fit newsletter deadlines into personal schedule

Position requirement:

- ISC member

Tools requirement:

- Familiarity with Microsoft Word, or other layout software of choice
- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Layout techniques
- Volunteer encouragement
- Committee work

Training:

- Handover of files from outgoing Newsletter Editor

Benefits:

- National networking opportunity
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences
- Active role in collaborative process
- Active role in production of communication vehicle for Society members
- Increased knowledge of members of the Society
- Practising professional standards

31 March 2009