

ISC Editor of *Register of Indexers Available*

Position description:

- Updates and produces the print *Register* annually (includes having the *Register* proofed, finding a printing house, and arranging for timely printing within budget)
- Mails the *Register* to members who have paid for entries, and to the list of publishers
- Verifies addresses of publishers
- Submits the completed *Register* to the Webmaster for display on ISC website
- Submits progress report to executive members prior to meetings and AGM
- Accepts and prepares entries throughout the year for members who choose to be included in the online *Register* after the print version is published, then sends those entries to the Webmaster

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
- Executive report and Bulletin information preparation x 2 hours
- Communication with members, 3 hours
- Updating and producing *Register*, 60 hours over 3 months
- Executive e-mails, 0.5 hour per week

Skills/Characteristics required:

- Knowledge of indexing and the indexing community
- Orderly
- Effective communicator

Position requirement:

- ISC member

Tools requirement:

- Familiarity with Microsoft Publisher or InDesign software (or willingness to learn)
- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Dealing with printing houses
- Learning new software

Training:

- Handover from outgoing Editor

Benefits:

- National networking opportunity
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences
- Participation in collaborative process that promotes member services
- Increased knowledge of members of the Society
- Production of communication vehicle for fellow professionals

4 April 2009