

## ISC Web Co-ordinator

### Position description:

- Maintains the Society website, ensuring that information is current and of value to both members and visitors to the site
- Receives and inserts submissions for website
- Submits reports to executive members prior to executive meetings and Annual General Meeting
- Pays to renew Society's domain name ([www.indexers.ca](http://www.indexers.ca)) and Web hosting each year with Webnames.ca, the Vancouver company providing both services (invoice is sent to Society Treasurer for reimbursement)
- Currently serves as moderator of ISC Conference discussion group on Yahoo! Groups ([http://ca.groups.yahoo.com/group/isc\\_conf/](http://ca.groups.yahoo.com/group/isc_conf/))

### Reports to:

- ISC President and executive
- ISC membership

### Position term:

- 2 years (renewable)

### Time commitment: (hours are per annum unless otherwise stated)

- 3 meetings of executive (4 hours each)
- 2-hour Annual General Meeting (or, if unable to attend, preparation for AGM by submitting report to executive)
- Preparation of executive reports: 1–2 hours per meeting
- Preparation of conference website material: This can take about 20–25 hours, spread out over about a month, when the conference website is being set up. Once the conference material is online, additions/changes to information require a little less time as the conference approaches.

Generally, in addition to updating the Conferences and Events page, the following pages are needed for each conference:

- Conference website home page
  - Program
  - Registration and Fees
  - Venue and Accommodations
  - Highlights (e.g., keynote speaker, post-conference tour/activity) – if needed
  - Area Attractions (a nice page to have – to promote the conference city)
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- Preparation of online *Register*: At least 3 days should be set aside for this after the electronic file is received from the *Register* editor. Additions/corrections, as needed, do not take much time.

- Preparing and inserting other updated information: No more than 1–2 hours per month (additions/corrections to Conferences page, Resources page, and any other page as needed; updating of Site Index as needed)
- Updates to website style guide: Only occasionally as needed
- Executive e-mails: Possibly 1 hour or so per week; variable prior to conference

Skills/characteristics required (general):

- Knowledge of indexing and the indexing community
- Creativity, and a talent for layout and visual effect
- Effective communicator
- Methodical worker / good time management skills

Skills required (specific):

- Knowledge of HTML and web page construction, including usability issues (design, placement of elements on page, writing for the web, use of web-safe colours, etc.).
- Knowledge of Cascading Style Sheets (CSS), which are currently used on the ISC/SCI site. Access to at least one or two good books on HTML and/or web page design/usability, or knowledge of good websites (e.g., W3C – <http://www.w3.org/>), is also recommended.

*Note:* Familiarity with JavaScript is *not* a requirement for this position, although it would help to pick up some basics by checking out a good book or website and looking at sample scripts. JavaScript can be used to create simple website elements such as links that open up as pop-up boxes.

Knowledge of French would be a great asset, but is not required. The web coordinator will work with another ISC/SCI member (francophone or fluently bilingual), as needed, to have any text required to be posted in both languages translated. Ability to handle French text in HTML (e.g., coding of accented letters, French punctuation) is required.

Position requirement:

- ISC member
- Membership in the Web Indexing SIG of the ASI would certainly be a benefit. It is available not just to ASI members, but to members of all sister societies. See <http://www.web-indexing.org/index.htm> for more details.

Tools requirement:

- Familiarity with HTML editing software or willingness to learn  
*Recommended software:* Macromedia HomeSite (<http://www.adobe.com/products/homesite/>), which comes with Macromedia Dreamweaver, OR Dreamweaver itself (<http://www.adobe.com/products/dreamweaver/>)

- Familiarity with imaging software (for resizing, cropping, etc., of images)  
*Recommended software:* Macromedia Fireworks (<http://www.adobe.com/products/fireworks/>).  
Adobe Photoshop is probably not needed for the amount of work and level of complexity needed to upload images to the ISC/SCI site.
- Access to PDF creation software (even freeware such as PrimoPDF or Cute PDF), and FTP software for uploading
- Internet access (broadband – either phone line or cable)
- E-mail service (e.g. Gmail) that can handle large files such as digital photographs and PDFs, as well as lengthy attachments

Position limitations:

- ISC Constitution, articles, and bylaws
- Website style guide

Learning opportunities:

- Web page layout techniques
- Use of HTML editing software such as HomeSite or Dreamweaver
- Use of Cascading Style Sheets (CSS)
- Committee work

Training:

- Training will not be required if incoming co-ordinator has the basic requirements in terms of knowledge (HTML, CSS) and tools (HTML editor, FTP software, PDF creation software, etc.).
- Handover from outgoing Web Co-ordinator:
  - Transfer of usernames and passwords for (i) Webnames site; (ii) FTPing of files; and (iii) CIRA, the Canadian Internet Registration Authority (see <http://www.cira.ca/> for details)
  - Incoming co-ordinator must be listed as the contact person for both Webnames and CIRA
  - Incoming co-ordinator should take over as moderator of ISC Conference discussion group

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
- Practising professional standards

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