

ISC Membership Secretary

Position description:

- Maintains all the membership records of the Society, both in print and electronically
- Reminds members to renew
- Informs and encourages new members
- Produces and distributes mailing labels as required
- Ensures that only appropriately paid-up members receive due publications, and a listing in the *Register of Indexers Available*
- Liaises with the editor of *The Indexer*, published by SI (UK)
- Prepares and distributes annual Membership Directory
- 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 (*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)
- Responding to executive and members' enquiries, variable
- Executive report and Bulletin information preparation, 2 hours
- Preparation and e-mailing of reminders to members, 1.5 hours
- Welcoming, and providing information for new members variable, 0.5 hour per member
- Updating membership records, 8 hours
- Liaising with treasurer, 2 hours
- Executive emails, 0.5 hour per week
- Membership Directory, 20 hours
- Broadcast e-mails, 0.25 hour per e-mail
- Preparation of and e-mailing Excel file to SI for *The Indexer* and follow-up, 2 hours (based on 4 issues)

Skills/Characteristics required:

- Knowledge of indexing and the indexing community
- Orderly
- Effective communicator
- Welcoming to newcomers, and encouraging to members
- Familiarity with MS Access and Excel software (or willingness to learn)

Position requirement:

- ISC member

Tools requirement:

- Internet access
- PC (to use with Access)

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Record maintenance
- Committee work
- Providing pertinent information about indexing

Training:

- Handover from outgoing secretary, with software training if required

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

January 2009