

ISC Past President

Position description:

- Provides back-up, experience, and support to President
- Helps host region plan annual conference
- Promotes ISC and encourages professional standards in indexing

Reports to:

- ISC President and executive
- Membership

Position Term:

- 2 years

Time commitment:

- 3 x 4-hour executive meetings, plus preparation time
- 2-hour Annual General Meetings and preparation time
- Conducting ongoing business of the society, as required, mainly by e-mail, variable
- Preparing member communications, variable

Skills/Characteristics required:

- Leadership
- Sound knowledge of indexing and the indexing community
- Works co-operatively
- Encourages others
- Creative and well-organized
- Effective communicator

Position requirement:

- Active member of ISC

Tools requirement:

- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Consolidate leadership, presentation, and co-ordination skills

Benefits:

- National networking opportunities
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences

27 May 2008