

## **ISC Member-at-large, Publicity**

### Position description:

- Assists with projects designed to promote ISC
- Assists with conference promotion if available
- Helps with other projects according to availability
- Submits reports to executive meetings and Annual General Meeting

### 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
- Other contacts according to personal time commitments and availability of contacts
- Other projects as they arise, variable and according to personal time commitments
- Executive emails, 0.5 hour per week

### Skills/Characteristics required:

- Outgoing personality
- Effective communicator
- Sound knowledge of indexing and the indexing community
- Flexible schedule
- Enjoys variety

### Position requirement:

- ISC member

### Tools requirement:

- Internet access

### Position limitations:

- ISC Constitution, articles, and bylaws

### Learning opportunities:

- Increased knowledge of promotional outlets and allied professional organizations
- Broader knowledge of ISC

Training:

- Handover from outgoing Member-at-Large

Benefits:

- Networking opportunity
- Service to and promotion of professional association
- Recognition by peers
- Cross-sharing of ideas and experiences
- Opportunity to promote the joys of indexing

*January 2009*