

## **ISC Regional Representative**

### Position description:

- Represents members in your designated area at executive meetings
- Contacts new members in designated area, welcomes them, answers any questions or addresses concerns they may have
- Encourages, where possible, local members to meet together to discuss indexing issues, work together, and network
- Encourages members to post queries on ISC discussion list
- 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
- Executive e-mails, 1 hour per week, variable prior to conference
- Answering e-mails from members, variable
- Sending out e-mails with member information, variable according to area

### Skills/Characteristics required:

- Enjoys meeting and communicating with other indexers, or would-be indexers
- Effective communicator
- Knowledge of indexing and the indexing community
- Flexible schedule

### Position requirement:

- ISC member

### Tools requirement:

- Internet access

### Position limitations:

- ISC Constitution, articles, and bylaws

### Learning opportunities:

- Broader knowledge of ISC, and getting to know local members
- Committee work

Training:

- Handover from outgoing regional rep

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

*27 May 2008*