ISC *Bulletin* Editor

The editor of the Bulletin ensures the production of the ISC/SCI newsletter, with three or four issues each year. We are currently producing three issues annually. This means soliciting writing for the publication from ISC/SCI executive members, other members, or non-members who might contribute articles, interviews, or reviews on topics related to indexing as an activity or as a business and session reports from the annual conference.

The editor does a preliminary review of texts received for publication; ensures no breaches of copyright; arranges for copy editing, translation, and proofreading; collects photographs or other visual materials; and lays out the newsletter. If the issue has a crossword puzzle, the editor tests the puzzle to ensure the appropriate level of difficulty.

He or she incorporates input from the proofreader and translator; has the newsletter printed; and arranges for online publication, mailing out of the hard copies, and legal deposit to the National Library. He or she also works with an editorial board to establish policy guidelines where needed. The editor provides an editorial for each issue, contributes additional content as needed, and ensures that the production flow of each issue sticks to the schedule determined by editorial board.

Note: The responsibilities described here can be split among a number of people. Recently we have had a production editor who has served as liaison with writers and managed the production flow. Layout could also be done by someone other than the Bulletin editor.

February 2015

ISC Newsletter Editor

Position description:
- Produces 3 issues of the newsletter per year
- Solicits articles for inclusion in newsletter
- Encourages volunteer participation in production of newsletter where appropriate
- 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:
- 3 x 4-hour executive meetings
- 2-hour Annual General Meeting
- Preparation of executive reports, 2 hours
- Newsletter related e-mails, 4 hours per edition

- Copyediting and layout of newsletter, 12-15 hours per edition (variable depending on content)
- Co-ordinating volunteers, 1 hour per edition
- Printing and mailing of hard copy newsletters, 1-2 hours per edition
- Executive e-mails, 1 hour per week, variable prior to conference

Skills/Characteristics required:
- Knowledge of indexing and the indexing community
- Copyediting skills
- Creativity, and ability to encourage creativity in others
- Talent for layout and visual effect
- Effective communicator
- Ability to fit newsletter deadlines into personal schedule

Position requirement:
- ISC member

Tools requirement:
- Familiarity with Microsoft Word, or other layout software of choice
- Internet access

Position limitations
- ISC Constitution, articles, and bylaws

Learning opportunities:
- Layout techniques
- Volunteer encouragement
- Committee work

Training:
- Handover of files from outgoing Newsletter Editor

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
- Increased knowledge of members of the Society
- Practising professional standards

31 March 2009