

## ISC President

### Position description:

- Acts as chief spokesperson for the society
- Presides over all meetings of the Executive Committee and Annual General Meetings
- Co-ordinates the activities and supervises and administers the business of the Society on behalf of the Executive Committee
- Promotes ISC and encourages professional standards in indexing
- Reports to membership at AGM
- Can be shared as co-presidency

### Reports to:

- Membership

### Position term:

- 2 years (and encouraged to then stay on for 2 years as Past President)

### 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, mainly by e-mail, variable, minimum 60 hours annually
- Preparing member communications, variable, approx. 4 hours monthly
- Responding to members' enquiries, variable
- Executive e-mails 1 hour per week, variable prior to conference

### 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

### Training:

- During Vice-president period, handover from retiring President, and back-up from Past
- During co-presidency (when applicable)

### President

### Benefits:

- National and international networking opportunities
- Service to and promotion of professional association
- Recognition by peers, nationally and internationally
- Cross-sharing of ideas and experiences
- Prestigious professional position

*January 2009 (updated June 2014)*