

ISC International Liaison Officer

Position description:

- Communicates with other indexing societies on the international level
- Represents ISC in international indexing discussions
- Attends at least one sister society's conference every year
- Submits reports to executive meetings and Annual General Meeting

Reports to:

- ISC President and executive
- ISC membership
- International indexing societies

Position term:

- 3 years (renewable)

Time commitment:

- 3 x 4-hour executive meetings annually
- 2-hour Annual General Meeting
- Preparation of executive reports, 2 hours
- Preparation of reports for international meetings, 1 hour
- Reviewing and disseminating information from other societies, variable
- Attendance at International meeting, 3 days, plus travel time and preparation
- Executive e-mails, 0.5 hour per week, variable prior to conference

Skills/Characteristics required:

- Long-standing member of ISC
- Thoroughly versed in affairs of the Society
- Familiar with other indexing societies
- Previous experience on ISC executive, preferable as President
- Sound knowledge of indexing and the indexing community
- Effective communicator
- Prepared to travel internationally (recognizing that only a small portion of expenses will be covered)

Position requirement:

- ISC member

Tools requirement:

- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Increased knowledge of international perspectives on indexing

Training:

- Handover from outgoing Liaison Officer

Benefits:

- Free registration at sister society conferences attended as ISC/SCI representative
- National and international networking opportunity
- Service to and promotion of professional association, nationally and internationally
- Recognition by peers
- Cross-sharing of ideas and experiences, nationally and internationally
- Opportunity to attend international conferences

September 2014