

## ISC List Administrator

### Position description:

- Serves as one of the two contacts between the Society and the list host (the other being the Treasurer)
- Manages the membership list
- Troubleshoots problems encountered by members in using the listserv
- Recruits and trains a member of the Society to be backup in the absence of the Administrator
- ISC-I: General listserv (open to all members)
  - Approves or rejects new subscribers, in liaison with the Membership Secretary
  - Deletes non-renewing members as notified by the Membership Secretary
- ISC-exec: Closed membership (for the executive only; serves as the main channel of communication among executive members between meetings)
  - Manages the membership list
  - Subscribes members of the current executive
  - Updates the list after the AGM (i.e., when the new executive is elected) and as needed during the year

### Reports to:

- ISC President and executive
- Membership

### Position term:

- 2 years (renewable)

### Time commitment:

- 2 hour Annual General Meeting
- Preparing member communications, variable
- Responding to member's enquiries, variable
- Executive emails .5 hour per week, variable prior to conference

### Skills/characteristics required:

- Comfortable using online tools
- Effective communicator

### Position requirement:

- Active member of ISC

Tools requirement:

- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Gain familiarity with two online databases

Training:

- Handover from retiring List Administrator, with backup from the Membership Secretary

Benefits:

- Service to and promotion of professional association

*June 2014*