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## *ISC/SCI Committees and Volunteer Opportunities*

ISC/SCI is completely volunteer run. The Society has an executive committee who meet quarterly and fulfill the main tasks that keep the organization running.

The Society also has various standing committees that perform various other tasks that are not essential to the running of the organization, but that benefit the members tremendously, for example, the conference committee, the awards committee, and so forth.

In addition, there are various ad hoc committees that arise to fulfill a specific need and disband upon completion of that task.

Volunteering is a great way to get to know your fellow indexers, to get more information about indexing in an informal way, and to contribute to the national organization.

Here is some information about the various committees and the types of volunteers needed for them. They usually have their own contact email, but if they don't, or, if you want to volunteer for something but aren't sure exactly how, please email [presidents@indexers.ca](mailto:presidents@indexers.ca).

### *Archive Committee*

This committee is gathering all material (including digital and physical), researching the relevance of the material, researching the best methods of keeping the material, and reporting on all of this to the executive committee.

This committee will then archive the material and create a documented method of doing so.

If you have any material that you think may be of interest to the archive committee, please contact the chair at [archives@indexers.ca](mailto:archives@indexers.ca).

If you would like to be a volunteer on this committee, please contact the chair at [archives@indexers.ca](mailto:archives@indexers.ca).

### *Awards*

The ISC/SCI Ewart-Daveluy Award, inaugurated in 2015, is presented each year to an individual who has created an index that demonstrates outstanding expertise through a combination of skills, such as the ability to

- analyze complex text
- design an index that significantly enhances reader use of the text
- overcome challenges in creative and useful ways
- demonstrate insight in addressing the needs of the audience

The award consists of a framed certificate accompanied by a letter.

More information about this award and how to apply for it can be found [here](#):

<https://indexers.ca/isc-awards/ewart-daveluy-indexing-award/>.

### *Book and Periodical Council*

“The [Book and Periodical Council](#) (BPC) is the umbrella organization for Canadian associations that are or whose members are primarily involved in the publishing business. The BPC acts as a forum for its members to network, identify common goals and coordinate action to benefit the Canadian writing and publishing industry.”

The ISC/SCI presence on their site can be seen [here](#):

<https://www.thebpc.ca/the-publishing-industry/full-members/indexing-society-canada/>

Margaret de Boer attends meetings on our behalf. She reports on what is happening in ISC/SCI to their meetings, and she reports back to the executive committee anything of interest on the publishing industry in Canada from their meetings.

### *Bulletin*

The *Bulletin* is the ISC/SCI newsletter. It is published three times a year with a mix of Society news and relevant articles on indexing.

A managing editor acquires the articles and shuffles them through editing, translation, and proofreading. A production editor lays them out, prints a few and mails them out. The newsletter is then placed on the website for members to access.

These are the two main volunteer positions, but there are always more ideas for articles than writers, and volunteer copyeditors and proofreaders are always welcome.

You can reach the editor at [Bulletin\\_editor@indexers.ca](mailto:Bulletin_editor@indexers.ca). You can see the latest issue of the *Bulletin* [here](https://indexers.ca/resources/bulletin/): <https://indexers.ca/resources/bulletin/>.

### *Conference*

Each year, ISC/SCI holds a conference in varied locations across Canada. Because many of the members reside in central Canada, the conference is held in either Toronto, Ottawa, or Montréal every other year. The opposite years, the conference is held in either the western or eastern regions.

The committee starts in late summer, choosing the location, venue, and theme for the conference to be held in late spring / early summer of the following year.

A conference committee of six people performs all the tasks of putting on the conference. Usually three remain on the committee for the next year, ensuring continuity of information. The general areas of responsibility include the following: chair, programming, venue, registration, publicity, and documentation (tickets, program, and so forth).

The committee meets about once a month in the fall, then about every three weeks in January and February. Meetings get more frequent as the time until the conference gets closer.

This committee is good for someone who has been to at least one of the ISC/SCI conferences and wishes to be more involved in the Society. If you are interested in being on this committee, please contact [conference\\_chair@indexers.ca](mailto:conference_chair@indexers.ca).

More information on past conferences can be found at <https://indexers.ca/annual-conference/>.

### *Conference Scholarship Implementation*

ISC/SCI has determined (upon the recommendation of the special projects committee) that having a conference scholarship would benefit the members.

The conference scholarship implementation committee has been tasked with creating an application form and a timeline. Two people are involved in this committee.

This is a new committee and would be good for a person who plans on coming to the conferences without a scholarship (to avoid conflict of interest!).

### *Mary Newberry Mentorship Program*

The goals of the program are as follows:

- To assist new indexers to develop their skills and business
- To assist mature indexers to develop a new discipline or skill
- To provide an additional resource for indexers in remote communities, who may not have access to other resources or indexing communities
- To foster relationships between new and mature ISC/SCI members, and to encourage greater involvement in the indexing community
- To promote excellence in indexing

The program is named after ISC/SCI member Mary Newberry in recognition of her many years of mentorship and teaching.

If you are interested in being mentored or being a mentor, please go to the following page for more information: <https://indexers.ca/resources/mentorship/>.

Two co-chairs administer the program. If you would like to help out with this committee, contact them at [mentorship@indexers.ca](mailto:mentorship@indexers.ca).

### *Outreach*

This committee is an umbrella group of subcommittees all reaching out to the wider world. Two of the subcommittees are on hiatus at the moment, needing more people: Users and Usability Group and Technology and Skills Group. The publicity group has had some success (a snail mail letter was sent about ISC/SCI to all the publishers in Canada), but also needs a volunteer to continue.

The most active subgroup of Outreach is The Inclusion, Diversity, and Equity (TIDE) Group.

#### *TIDE (The Inclusion, Diversity, and Equity Committee)*

TIDE was developed to help the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) fully reflect the diversity of Canadian society and to be able to provide high quality indexes to diverse stakeholders outside the Society.

TIDE Committee founded the Diversity in Canadian Publishing Bursary in 2019. The goal of the bursary is to encourage a diverse indexing environment by inspiring the development

and participation of individuals who self-identify as belonging to an underrepresented and/or marginalized group.

If you would like more information about this committee or the bursary, please go [here](#):

<https://indexers.ca/committees/tide/>

If you would join the committee or help us with the new Diversity in Canadian Publishing Bursary, please get in touch! Email [TIDE@indexers.ca](mailto:TIDE@indexers.ca).

### *Special Projects Committee*

The ISC/SCI has accumulated some fundsover the years. Some of these funds will be kept aside as a reserve in case of deficit. However, the rest of the money is available to spend. These surplus funds will enrich our small but enthusiastic organization in the years to come.

The Special Projects Committee has been tasked with finding projects that will benefit the membership but that cost money.

The committee has recommended three projects so far to the executive committee: a Diversity Bursary (implemented by TIDE), a conference scholarship (implemented by the conference scholarship implementation committee), and a letter to publishers outlining the benefits of using an indexer and reminding them where to find one (implemented by a subcommittee of Outreach).

The committee continues to elicit and evaluate suggestions from the membership.

If you would like to suggest an idea or to work on this committee, please contact [special\\_projects@indexers.ca](mailto:special_projects@indexers.ca).

### *Ad Hoc Committees*

In addition to the standing committees of ISC/SCI, various ad hoc committees are formed arising from ideas both within and outside of the executive committee. Having a committee outline an issue, do some research, and make a recommendation to the executive committee saves time for the executive committee to perform the ongoing tasks of running the Society. These committees usually have a very specific task and disband upon completion.

Some examples of recent ad hoc committees include the following: executive travel funds (completed), emeritus membership (almost completed), international travel funds (completed), translations (ongoing), and conflict-of-interest (almost completed).

If you are interested in being on call for various ideas that arise and having a specific task with an end point, then this is for you. Please email [presidents@indexers.ca](mailto:presidents@indexers.ca) to ask about being on a roster for ad hoc committees.

### *Executive Committee*

If you would like to be even more involved in the running of the Society, the executive committee exists to perform the basic tasks that are needed. Members get elected every two years to various positions. The executive committee consists of the following positions: two co-presidents (or president and vice-president), past president, membership secretary,

treasurer, *Bulletin* editor, communications director, website administrator, and four regional representatives (BC, Prairies, Central, Eastern). In addition, the Society has an international liaison, a representative to ICRIS (International Committee of Representatives of Indexing Societies) who attends the executive committee meetings, but does not have a vote.

The next election is in 2021.

The Society encourages members to get involved in whatever capacity they can