



Pacific Northwest Chapter

American Society for Indexing
pnwasi.org

PNW/ASI Chair: Job Description and Duties

updated October 2017

- Oversees all chapter activities, including establishment of Chapter subcommittees and working groups.
- Facilitates Chapter business meeting during annual meeting (usually Sept. or Oct.)
- Facilitates Chapter leadership meeting (formerly “board meeting”) in conjunction with annual meeting
- Facilitates email discussions of business among Chapter officers between meetings
- Oversees annual nominations process for Chapter officers, which currently include Chair, Program Chair, and Treasurer; reports election results to ASI.
- Oversees Chapter elections
- Responsible for appointing, with advice of the other officers, any committee chairs needed, other than Program Chair (which is an elected position).
- Responsible for reports to ASI
 - due by April 1: Financial Report for previous year (collect from Treasurer) and report of activities previous year (collect some info from Program Chair)
 - due by November 1: report of expected activities for coming year and budgeted expenses for coming year (collect info from Program Chair and Treasurer)
 - current contact is gwen@asindexing.org
- Serve as primary contact between ASI and the Chapter for general chapter business and ASI business. Primary contacts are:
 - ASI Chapter Liaison, currently Devon Thomas (d.thomas1@comcast.net)
 - Gwen Henson, Executive Director, ASI (gwen@asindexing.org)`
 - Meg Camp, Office of the Executive Director, Sagebrush7@cox.net

Qualifications: a candidate for Chair must:

- be a member of ASI and of the PNW Chapter
- have attended a PNW chapter meeting within the last ten years