



Pacific Northwest Chapter

American Society for Indexing
pnwasi.org

PNW/ASI Membership Coordinator duties

updated October, 2017

Each month, request a list of PNW members from ASI. Current contact is Meg Camp, sagebrush7@cox.net, who normally sends this out every month automatically. Compare the list to the last month's list to identify new members and those that have lapsed. For the ones who have lapsed, send an email noting the lapse and reminding them to renew. For the new members, write an email welcoming them. Keep a standard email for each purpose and update each year to include meeting information or other changes.

At least annually, and preferably monthly, compare list of current members against the indexer directory. (It's better to do this each month with each lapsed person when you compare lists as above) People who are not current members should have their names removed from the list, but first send them an email letting them know they lapsed and will be removed unless they renew – it is easy to overlook renewal.

Advertise for the Sherry Smith Award in the months leading up to the chapter conference. Notices to various lists, the ASI *See Also* newsletter, etc., should go out. Information to the students at the Berkeley and ASI courses should be part of that outreach. These notices can be separate or in conjunction with the notices about the conference itself. Collect emails from people applying for the award, verify eligibility, and select one name at random if there are multiple entries. Notify winner, treasurer, and discussion lists of the winner's name.