



Pacific Northwest Chapter

American Society for Indexing
pnwasi.org

Pacific Northwest Chapter of ASI Chair Duties

updated May 2024

- Oversees all chapter activities, including establishment of Chapter subcommittees and working groups.
- Ensure someone takes “big-picture” minutes at annual meetings and leadership meetings; point minute-taker to the [Board meeting minutes on the website](#) for examples if needed. Present minutes for review and correction to board members, have corrected minutes voted on, and after approval send to webmaster for posting of board minutes to website. Send business meeting notes and board meeting minutes to archivist for record retention.
- 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 on ASI’s request
 - Financial Report for previous year (collect from Treasurer) and report of activities previous year (collect some info from Program Chair)
 - 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 Relations Committee Chair, currently Devon Thomas (chapter@ASIndexing.org)
 - Gwen Henson, Executive Director, ASI (gwen@asindexing.org)

- Madeline Powell mp.sagebrush@gmail.com

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