



Pacific Northwest Chapter

American Society for Indexing
pnwasi.org

Pacific Northwest Chapter of ASI Membership Coordinator Duties

updated May 2024

Update the membership list. ASI sends a list of current members each month. Current contacts are gwen@asindexing.org and Madeline Powell mp.sagebrush@gmail.com. Request this list if not received by the tenth of the month. 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.

For new members, add them to the Google list and send them the standard welcome-to-the-list message, or send the webmaster(s) the names of new members to be added.

For lapsed members who do not rejoin in the following month and for members who aren't expected to return, either delete them from the Google list or send the webmaster(s) the names to be deleted. Check to see if the lapsed member is in the PNWASI directory, and if so notify the webmaster(s) of the need to remove them.

At least quarterly, compare the 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.

ASI sends out periodic reports of new ASI members by region. Check that for anyone who lives in our region who didn't join our chapter. Contact them with information about the chapter and encourage them to join.

Reach out to new indexers who post on IDG and similar lists who mention that they live in our region to tell them about ASI and the chapter and encourage them to join.

Respond to emails from prospective members.

For in-person chapter conferences: 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.