

Communications policy

1. The Society supports the use of multiple formats for disseminating information. These include, but are not restricted to, electronic, print and face-to-face formats.
2. The Society supports print communication through its printed newsletter and print publication program. The specific goals of the newsletter are:
 - To give members timely details of forthcoming activities, such as meetings, conferences, workshops, seminars and courses organised by the Society, or by bodies with related interests, or otherwise of interest to members of the Society.
 - To report to members the Society's activities and the deliberations of the Council and its committees, and to canvass members' opinions on matters under consideration.
 - To provide professional support by disseminating information on indexing techniques, practice and employment.
 - To provide a forum and to stimulate discussion on matters of professional concern to indexers.
 - To facilitate interaction among indexing professionals, and between them and related groups, including publishers, editors, technical writers, authors and librarians.
3. The Society will develop the use of electronic communications formats, such as websites, email and electronic publications, in order to improve communications:
 - among members of the Council and committees of the Society
 - between Council and Branch committees of the Society
 - between members of the Society
 - between the Society and associated indexing societies and groups in Africa, Asia, Europe and North America.
 - between the Society and associations with related interests, such as those representing editors, technical writers and librarians
 - between the Society and client groups such as publishers, authors and government bodies.
4. Meetings of the Society need not be face-to-face. They may be electronic, or use teleconferencing or other formats. Electronic communication may be used either to conduct or facilitate meetings. For example, emails may be used to conduct a meeting, or to exchange ideas prior to a face-to-face meeting.
5. The ANZSI website is a major component of the electronic communications program. The website offers the opportunity for members to be kept informed of Society activities, to participate in Society recordkeeping by updating membership information, and to participate in electronic discussion groups etc.
6. The Society supports the concept of retaining records in both electronic and print format. To this end, it supports the movement of archival material to the website as an additional means of retaining its records.