



## **Australian and New Zealand Society of Indexers**

### **President**

#### **Role**

1. To facilitate the aims of ANZSI ('the Society').
2. To guide the activities and policies of the Society.
3. To represent the Society.
4. To act as spokesperson for the Society.

#### **Duties**

1. Determine the short and long-term direction of the Society in accordance with the wishes of the Society's members and the ANZSI Council.
2. Suggest and develop Society policy in accordance with the wishes of the Society's members and the ANZSI Council.
3. Convene meetings of the ANZSI Council and, in conjunction with the Secretary, determine the agenda for the meetings.
4. Chair meetings of the ANZSI Council (note: this duty may be delegated) and the Annual General Meeting.
5. Provide opinions, suggestions and advice to the ANZSI Council on matters before it.
6. Liaise with ANZSI branches and particularly branch presidents, to further the interests of the Society.
7. Prepare and/or sign official statements and official correspondence issued by the Society.
8. Be an official signatory for legal documents of the Society.
9. Welcome new members to the Society.
10. Notify and congratulate new Honorary Life Members.
11. Represent the Society as required and act as spokesperson for the Society as required.
12. Act as ANZSI Contact for matters relating to the International Agreement of Indexing Societies, and represent ANZSI at triennial international meetings of indexing societies (note: these duties may be delegated).
13. Liaise with other indexing societies and related information professions about issues of common interest, eg with societies of editors, technical communicators, librarians, archivists, genealogists or family historians.
14. Report to the Annual General Meeting about the activities of the Society.
15. Confirm the membership of ANZSI Council at the Annual General Meeting and, committees, panels and special working groups at the first Council meeting after the Annual General Meeting.
16. Ensure that the Constitution, guidelines, procedures and practices of the Society are regularly reviewed, maintained and if necessary updated.