

Australian and New Zealand Society of Indexers

GROUPS COORDINATOR

Duty Statement

Oversee ANZSI Regional Groups and Interest Groups by:

- liaising with individual group convenors
- acting as liaison between groups and Council:
- ensuring groups matters are promoted through the Newsletter/website/email as appropriate.

Procedures

1. Establishment of new groups

1.1 Receiving the application

As per the regulations, receive applications for new groups. This should be an email from the proposed convenor with the following details:

- name of group
- names of 2 other founding members
- purpose of group
- proposed activities (not rigid, just indicative)
- funding allowance – for regional groups (see '2. Funding' below).

You should also receive emails endorsing the proposed group from the other 2 founding members. These can be individual emails or consolidated/forwarded into the email from the coordinator.

Acknowledge receipt of the request and advise you will take the proposal to Council.

1.2 Taking the request to Council

Consolidate the request into a single paper (if you have received multiple emails) and ask the Secretary to assign it a number.

The paper can then be presented at the next Council meeting OR circulated by email to Council if by waiting for the next meeting would be an unreasonable delay.

At the Council meeting say whether you recommend that Council supports the application.

1.3 Email the group convenor as soon as possible after the Council meeting or Council email discussion, advising of the outcome.

Sample email

Dear X, Y and Z (send email to all 3 founding members)

I am writing to let you know that your joint request to form XXX group was accepted at the XXXX meeting of ANZSI Council.

In accordance with ANZSI Regulations for Regional Groups (available on the website under Official Documents), I ask that the convenor maintain contact details of members in a secure manner.

Reporting

As Groups Coordinator and Education Coordinator, I (or the incoming Groups Coordinator) will be requesting a report from the Convenor on your group's activities, which will be incorporated into the Groups report for the ANZSI annual report.

Promotion of your group

I will contact the, Web Manager, the Newsletter Editor and the Communications Officer in the first instance to add your group's name and contact details to the Groups webpage on the ANZSI website and promote the group to all members.

Subsequently, you should contact these officers direct for promotion of your group and its events, requesting updates as appropriate.

ANZSI's Membership Secretary will make new members aware of groups, and suggest they consult the groups webpage/s with a view to contacting convenors if interested.

Your name

Position

2. Promotion

Email the Web Manager, Newsletter Editor, and Communications Officer to ask them to announce the establishment of the new group. A notice should appear in the newsletter with the purpose of the group, contact details, and an invitation for members to join.

Group convenors are expected to liaise with these officers direct for promotion subsequent to this initial promotion.

3. Funding

A funding allowance of \$200 has been factored into the ANZSI 2015–16 budget for each regional group. This means the group can spend up to \$200 without prior approval and then seek reimbursement from the Treasurer. This amount does not accrue / accumulate / rollover to the next financial year.

For expected expenditure over \$200, the convenor should provide a detailed budget proposal. This may not arrive with the initial establishment proposal but be worked out in the group's first meeting, for example, or as needs arise if a particular event is planned.

Advise the convenor that they should liaise with the Treasurer on budget matters.

4. Record keeping

Maintain a simple register of groups/Word doc/Excel spreadsheet with:

- name of group
- name and contact details of convenors
- date of application, date sent to Council, date approved
- check boxes with, e.g., 'email sent to Newsletter editor and web manager'
- an area for 'follow up with convenor on group activities'. This serves to remind you to ask the convenor to update you from time to time on group activities and numbers, and especially for annual report time.

Remind group convenors they must keep personal details of members in a secure manner.

5. Reporting

Provide a report to Council, say every quarter, on numbers of groups, numbers of members, summary of activities.

Provide an annual report to Council with the above information.

6. Policies

Advise Council of any issues arising that you believe substantiate a case for the policies relating to regional and interest groups to be amended.

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