

**ISA
POSITION DESCRIPTION**

DIRECTORY CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Handle coordination and publication of the product education night vendors directory.

Primary Responsibilities & Duties:

1. Maintain accurate database of all exhibitors and their product lines.
2. Prepare reports needed for publication.
3. Contract a print vendor to publish the directory.
4. Insure sufficient copies are delivered to the exhibit site.

Resources Available: Former Directory Chairmen; other officers and members; ISA Staff.

Time Commitment: 1 hour each week

Meeting Obligations: All regular Section meetings.

Working Relationships:

1. Other Officers and Members: Works closely with Product Education Chairman.
2. Staff: Contact Customer Service to arrange for a publications display.
3. Other:

Qualifications: Proficient in database software; Interest in providing a quality vendors directory.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.