

YASIG CHAIR

The Chairperson of YASIG assumes the responsibility in January following the MLA Annual Conference. The February MLA Board Meeting is also attended by the outgoing Chair *and is the final responsibility of the outgoing Chair, except as an advisor to the new Chair.* The Chairperson represents YASIG at the meetings of the MLA Board. There are 4 such meetings throughout the year, including one in November. A meeting is held in August, if required, as part of the annual MLA Conference planning. YASIG Chair leads YASIG officers meetings following MLA Board Meetings and the Officers Breakfast meeting at MLA as well as other meeting as determined by the YASIG officers.

Responsibilities of Chair

1- The Chair of YASIG is responsible for the planning of the programs for the annual MLA Conference

- selecting and contracting with an author to speak at the YA Breakfast and do a book signing
- selecting and contracting to supply and sell copies of the author's books for the book signing
- finding another organization for possible piggybacking on the honorarium (cost for a YA speaker paid by MLA can be offset by piggybacking, piggybacking must be done in conjunction with the MLA Executive Director

- developing additional programs, table talks, and poster sessions for annual conference
- choosing the menu for the YA breakfast with the MLA Executive Director
- assuring that a room is booked for the YA breakfast and other YASIG conference programs in conjunction with the MLA Executive Director and the Conference Coordinator
- arranging for table decorations for the YA Breakfast
- creating a flyer which advertises YASIG programs for the conference packets and checking with the MLA Executive Director and Conference Coordinator periodically for promotional instructions
- After an author has been arranged, the Chair will draw up and submit a budget for the Breakfast and other YASIG programs to the MLA Board
- Assuring transportation and room arrangements for the author and other guests with the MLA Executive Director

2- Develop goals and projects to improve YASIG in the upcoming year

3- Keep MLA Executive Board informed regarding YASIG activities

4- The Chair will keep records of the above processes and pass them along to the incoming Chair at the end of the term

5- Communicate on a regular basis with YASIG members via the listserv

6- Triangulate with Past Chair regarding liaisons to MASL for the Mark Twain and Gateway awards

7- Send a YASIG report to the MLA Executive Director for inclusion in MOINFO 5 times a year.

8- Communicate with, and act as a liaison to, the Missouri State Library Youth & Senior Services Consultant

Revised 01/2004