

MONTH BY MONTH DUTIES OF YASIG CHAIR

OCTOBER

- Attend MLA Conference and joint YSD/YASIG/CSRT business meeting
- Begin contacting authors for MLA conference
- Start developing ideas for conference programs and author breakfast

NOVEMBER

- Attend November MLA board mtg & YASIG officers mtg. & schedule a December mtg. if necessary
- Contact membership with an update

DECEMBER

- Hold YASIG officers mtg. if necessary
- Tie up loose ends with previous YASIG chair, continue to communicate with officers

JANUARY

- Develop tentative budget for conference programs
- Attend MLA conference planning session

FEBRUARY

- Turn into MLA Director a report for MOINFO by the 15th

MARCH

- Send letter to author confirming speaking engagement
- Present MLA Executive Board with goals and objectives for YASIG
- Continue working on conference planning

APRIL

- Check on deadline for conference planning sheets and equipment requests
- Continue to communicate with YASIG officers
- Submit report for MOInfo by 15th

MAY

- Attend MLA Board mtg. and YASIG officers mtg.
- Send update to YASIG membership
- Continue to communicate with YASIG officers

JUNE

- Send updates on conference to recorder for inclusion in YA newsletter
- Submit report for MOInfo by 15th

JULY

- Continue to communicate with YASIG officers

AUGUST

- Attend conference planning session if held
- Submit report for MOInfo by 15th
- Work with Executive Director regarding book sales at conference

SEPTEMBER

- Check with MLA Executive Director and Conference Coordinator to see if a flyer is needed to

advertise conference programs for conference packets

OCTOBER

- Attend MLA conference
- Be responsible for author
- Help Facilitate business meeting between YSD/YASIG/CSRT members at annual conference
- Pass out handouts on officer duties to new officers

NOVEMBER

- Work with YASIG officers and members to develop goals and projects for the next year.
- Revise and update officer duties as needed
- Pass YASIG material to new Chair
- Email membership a report on conference, accomplishments of YASIG during that year, and any
- other YASIG related activities. Introduce incoming chair.
- Report to Recorder events of MLA board meeting so that they can be put in the YA newsletter

DECEMBER

- Continue to communicate with officers & meet if necessary

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