

# **MONTH BY MONTH DUTIES OF YASIG CHAIR**

## **OCTOBER**

- Begin contacting authors for MLA conference
- Triangulate with outgoing YASIG chair regarding MASL, Twain and Gateway award
- Start developing ideas for conference programs and author breakfast at the officers breakfast mtg.

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

## **FEBRUARY**

- Present MLA Executive Board with goals and objectives for YASIG
- Send updates on conference or any other issue, to recorder for inclusion in March edition of YA newsletter

## **MARCH**

- Send letter to author confirming speaking engagement
- Develop ideas for table decorations theme for author breakfast
- Continue working on conference planning
- Turn into MLA Director a report for MOINFO by the 15th

## **APRIL**

- Check with MLA executive director and conference coordinator about locating a bookstore to assist with selling books for booksigning
- Check on deadline for conference planning sheets and equipment requests
- Continue to communicate with YASIG officers

## **MAY**

- Attend MLA Board mtg. and YASIG officers mtg.
- Send updates on conference to recorder for inclusion in YA newsletter
- Send update to YASIG membership
- Continue to communicate with YASIG officers
- Turn into MLA Director a report for MOINFO by the 15th

## **JUNE**

- Send updates on conference to recorder for inclusion in YA newsletter

## **JULY**

- Continue to communicate with YASIG officers
- Turn into MLA Director a report for MOINFO by the 15th

## **AUGUST**

- Attend conference planning session if held

### **SEPTEMBER**

- Check with MLA executive director and conference coordinator to see if a flyer is needed to advertise conference programs for conference packets
- Send email message to all YASIG & MASL members promoting YASIG conference programs, & post information on YASIG web site
- Turn into MLA Director a report for MOINFO by the 15th

### **OCTOBER**

- Attend MLA conference & officers breakfast mtg.
- Assist guest author, by making sure they are up to speed during the conference, i.e.: be responsible for the author
- Facilitate business meeting between YASIG/CSRT members at annual conference
- Pass out handouts on officer duties to new officers
- Send YASIG report for MO INFO to MLA Executive Director reporting on YASIG's programs at the conference and our accomplishments in the previous year.

### **NOVEMBER**

- Work with YASIG officers and members to develop goals and projects for the next year.
- Revise and update officer duties as needed
- Pass along 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
- Turn into MLA Director a report for MOINFO by the 15th

### **DECEMBER**

- Continue to communicate with officers & meet if necessary

Revised 12-2003