

RECORDER

The Recorder will maintain membership records. The Recorder will make sure that YASIG news, programs, minutes and agendas are posted on the YASIG website.

Responsibilities of Recorder

- Taking notes at all YASIG executive council meetings and distributing information from those meetings to the YASIG website
- Maintaining membership lists and recruiting new members
 - Get updated membership list from MLA's Executive Director
 - Membership drive at MLA annual conference
 - Updating membership lists with the names of those who sign-up via the YASIG website
 - Handling queries via the website
- Creating YA Roundup newsletter
 - 3 web editions
- Soliciting membership volunteers for *Mark Twain Award* Reader/Selectors

Revised 01/2004