

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

- 1.** Taking notes at all YASIG executive council meetings and distributing information from those meetings to the YASIG website
- 2.** 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
- 3.** Creating YA Roundup newsletter: 3 web editions
- 4.** Create table decorations for YA Breakfast at Annual Conference with the assistance of Chair and Vice Chair
- 5.** Assist YASIG Chair in planning Annual Conference
- 6.** Maintain Recorder binder to pass on to incoming Recorder

Revised 02/2009