

# **MONTH BY MONTH DUTIES OF YASIG RECORDER**

## **OCTOBER**

- Attend MLA conference

## **NOVEMBER**

- Work with officers on developing content of YA newsletter
- Attend MLA board mtg. & YASIG officers mtg.

## **DECEMBER**

- Submit the minutes of YA officers Nov. mtg. for inclusion on web site

## **JANUARY**

- Submit YA Round Up to webmaster for inclusion on web site

## **FEBRUARY**

- Attend MLA board mtg & YASIG mtg
- Communicate with other officers

## **MARCH**

- Submit minutes from February mtg. to webmaster for inclusion on web site
- Get an updated membership list from MLA executive director

## **APRIL**

- Submit YA Round Up to webmaster for inclusion on web site
- Ask MLA executive director for list of MLA members who put an interest in YA on their membership application

## **MAY**

- Attend MLA board mtg. & YASIG mtg.
- Submit the minutes from officers mtg. for inclusion on website

## **JUNE**

- Ask MLA Executive Director for list of MLA members who put an interest in YA on their membership application

## **JULY**

- Submit YA newsletter to webmaster for inclusion on website

## **AUGUST**

- Attend MLA board mtg. & YASIG mtg.
- Submit the minutes from officers mtg. for inclusion on web site

## **SEPTEMBER**

- Continue communication with YASIG officers

## **OCTOBER**

- Have membership drive at MLA conference, Kissing Booth
- Attend MLA conference and YASIG breakfast mtg.

## **NOVEMBER**

- If recorder can attend then submit the minutes of the YASIG & CSRT business meeting at the annual conference to the webmaster for inclusion on the website
- Attend MLA board mtg. & YASIG officers mtg.
- Submit minutes of officers mtg. for inclusion on web site

**DECEMBER**

- Communicate with officers and attend mtg. if necessary

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