

## **VICE-CHAIR**

The Vice-Chair assumes the responsibility of Chair in the event that the Chair cannot fulfill the responsibilities of the position. The Vice-Chair is primarily responsible for gathering information for improving the quality of the YASIG website.

### **Responsibilities of the Vice-Chair**

1. Collecting information to include on the YASIG website from throughout the state and from YASIG members. Keeping current information up to date. This information shall include, but not be limited to:
  - Bibliographies
  - Pictures of teen areas in Missouri libraries
  - New resources to assist librarians who serve teens
  - Workshops in Missouri on topics of interest to YA librarians
2. Email Publications committee any content or physical changes to the YASIG Web site
3. Email a listserv during second half of year a reminder that we need nominations for a Recorder
4. Assist YASIG Chair in planning Annual Conference
5. Maintain YASIG Vice Chair binder to pass on to incoming Vice Chair

**Revised 02/2009**