

MONTH BY MONTH DUTIES OF YASIG VICE-CHAIR

OCTOBER

- Attend YASIG officers breakfast mtg. at MLA conference
- Send webmaster list of new officers and their contact information so that website may be updated

NOVEMBER

- Attend MLA board mtg. and YASIG officers mtg.

DECEMBER

- Communicate with YASIG officers and attend officers mtg. if held.

JANUARY

- Look for local workshops, one-day conferences, or programs which would help librarians serve teens. Submit them to the webmaster for inclusion on the YASIG website. **(ongoing)**
- Send webmaster list of new YA print resources published in the last year along with any new YA resource websites which should be added to the YASIG home page
- Send webmaster the update of goals and objectives developed for current year to be included on website

FEBRUARY

- Attend MLA board mtg. and officers mtg.

MARCH

- Gather from membership ideas for Teen Summer Reading Program for inclusion on YASIG website

APRIL

- Create and/or solicit bibliographies for teens for inclusion on the YASIG website
- Solicit nominations for *Best of the Best* from YASIG members

MAY

- Remember to look for local workshops, one-day conferences, or programs which would help librarians serve teens. Submit them to the webmaster for inclusion on the YASIG website. **(ongoing)**
- Attend MLA board mtg. & YASIG officers mtg.

JUNE

- Re-contact list serv with *Best of the Best* nominations and criteria
- Begin sending webmaster ideas for Teen Read Week to be included on the website

JULY

- Query list serv for Recorder nominations

AUGUST

- Attend MLA board mtg. and YASIG officers mtg.
- Create and/or solicit bibliographies for teens to be included on the website

SEPTEMBER

- Put on YASIG web site the MLA conference agenda
- Remember to look for local workshops, one-day conferences, or programs which would help librarians serve teens. Submit them to the webmaster for inclusion on the YASIG website. **(ongoing)**
- Communicate with officers regarding MLA conference

OCTOBER

- Develop possible goals and projects for the next year and present them to YASIG officers at annual conference
- Publish YASIG's *Best of the Best* at the MLA conference and post on the web site after the conference
- Attend YASIG officers breakfast mtg. at MLA
- Attend MLA board mtg.

NOVEMBER

- Attend first meeting of MLA board as incoming chair. Nothing is required unless outgoing chair is unable to attend. If that is the case, report on conference, accomplishments of YASIG during that year, and any other YASIG related activities.

DECEMBER

- Attend YASIG officers mtg. if necessary and communicate with officers as needed

Revised 12-2003