

ASDAL

Association of Seventh-day Adventist Librarians

Secretary's Manual

By

Adapted from President's Manual by Christy Scott, November 2012

INCOMING SECRETARY'S GUIDE TO CALENDAR OF ACTIVITIES

June (Conference Time)

- Take good notes of actions and changes in officers and committee memberships; double check with secretary for accuracy.
- Secretary* should collect all recordings of the full conference (not just the business sessions) and all handouts in order to make accurate minutes and to turn over to archives.

July

- Secretary* should distribute the Executive Committee minutes.
- Get list of actions & recommendations from secretary (past).

August

- In coordination with secretary*, finalize lists of officers, committee members, and chairs and submit to web coordinator.
- Secretary should begin working on full business session minutes.

September

- Secretary should have the full minutes ready and distributed to the Executive Committee for comments and corrections.

October (October 15 deadline for ASDAL Action, Fall issue)

- Secretary* must publish the Highlighted Minutes of the Conference in the Fall issue of ASDAL Action.
- Secretary collects statistical data from library directors and have them in by Nov. 30. *This is the first job of the new secretary.*

*May be past secretary if a new secretary's term is just beginning.

November

- Secretary distributes statistical summaries to library directors, Assist. Sec. of the Board of Higher Education, and the Director of Education in the GC.

January (Jan. 15 deadline for ASDAL Action, Winter issue)

- Secretary announces availability of the statistics in the Winter issue of *ASDAL Action*.

April (April 15 deadline for ASDAL Action, Spring issue)

- Secretary should have the final copy of the full minutes of the previous conference ready for the upcoming conference.