

EXECUTIVE SECRETARY

1. Attend all executive board meetings and the convention.
2. Work closely with the chairman of the Student Relations Committee and the LTLA/hotel liaison person.
3. Sign the contract with the convention location.
4. Type and duplicate reservation forms and the cover letter. Upon receipt of addresses of member clubs, mail reservation forms to all clubs on December 15, if possible.. This includes a letter to the librarian, as well as room, registration, and tour choice reservation forms. The registration forms should be addressed to the Registration Committee. (2/9/01)
5. Send to the hotel a copy of all reservation forms mailed to the library/media clubs.
6. Report the deadline for convention registration at the spring executive board meeting.
7. Work closely with the chairman of the Handbook Committee.
8. Update the handbook, using the notes and minutes of the executive board meetings and the information compiled by the Handbook Committee.
9. Send the revised pages to the Handbook Committee chairman for duplication and distribution.
10. Distribute handbooks as needed.
11. Serve as a clearing house for schools seeking students to fill rooms at the convention.
12. Purchase copy paper, envelopes, and other supplies needed. (10/11/97)
13. Send the titles of the books selected at the spring meeting to the parish libraries representing the membership. (2/18/2000)
14. Keep a duplicate minute book of the business of the association. (2/14/03)

Revised April 16, 2005