

YALSA Board of Directors – Midwinter 08
Topic: Request for Board Action YALSA Archivist
Item # 20

YALSA Board of Directors Meeting
ALA Midwinter Meeting, Philadelphia
January 11-16, 2008

Topic: Request for Board Action: YALSA Archivist

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

Custodian of records

The secretary works with staff to ensure that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes. The Secretary may also perform these duties for Member meetings (eg. Annual Membership Meeting) and/or for the Executive Committee.