RESPONSIBILITIES

Secretary works as a voting member of the YSS Executive Committee and acts as the Chair in his/her absence. All YSS Executive Committee officers facilitate opportunities for all NCLA: Youth Services Section members to gain knowledge and understanding of library related issues, materials, services, and trends to better serve youth in NC.

Duties:

- Serves on the YSS Executive Committee as a voting member at quarterly meetings. If Secretary cannot attend a quarterly meeting, Secretary will notify the YSS Chair.
- At quarterly meetings online Secretary records the minutes and uploads the word doc to YSS google drive account.
- On Retreat year Secretary contacts presenters, performers, or food supplies for YSS Committee in preparation for Retreat.
- Secretary helps to keep things organized. May be called to make photocopies of needed material for Retreat or NCLA conference.
- Aids the Board in preparation and facilitation of Biennial YSS retreat, Biennial NCLA Conference and as needed in preparation for these two upcoming events.
- Other duties as requested by the Board or Chair.

SECTION EVENTS

- NCLA Biennial Conference
- Biennial YSS Retreat

TERMIN LENGTH

2 YRS

COMMITMENT

Quarterly meetings
1 YSS retreat, 1 NCLA conference, additional meetings as directed.

ADDITIONAL RESOURCES

YSS Webpage: https://nclaonline.org/yss
Youth ListServ: to lib-youthservices@statelibrarync.simplelists.com

YOUTH SERVICES SECTION

YSS aids library professionals, at all levels, in their pursuit to provide quality services and resources to children, young adults, and families across North Carolina.