

NMRT Board Member Final Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2007-2008

3. Discuss/summarize your involvement with your committees this year:

Because the Archives chair has much experience with the committee, my interaction with them has been minimal. With last year's Handbook chair stepping down and a new one's appointment, there has been more discussion in the past few months about direction and what is needed.

4. Based on your year's experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?

Developing a process where the reports can be submitted online is my main suggestion. If there was a page that lists which ones have been received and which have not, it would make tracking simpler and eliminate some of the back and forth.

5. What tips or hints do you have that might help your successor carry out the duties of this office?

I highly recommend setting up reminders about when certain things (such as minutes and reports) should be done. Otherwise, it's easy to let them slip aside.

6. Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

I think letting the committees work it out is best (such as Handbook requesting updated information from other committees) but board members must be willing to contact each other when necessary.

7. Date of report: June 14, 2008

8. Submitted by: Akeisha Heard