

NMRT Board Member Progress Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2010-2011

3. What kind of interaction have you had with your committees thus far this year? What support have you been able to provide them?

- Helped the Archives committee complete an audit of the planning, progress & final reports submitted from the past couple of years to make sure all of them are entered into the Archives database.
- Helped the Archives & Handbook committee with questions about procedures and documents
- Reviewed & promoted the work of Handbook committee

4. What would you still like to accomplish in your office before the end of your term?

- Continuing to stay in touch with the chairs of the Archives & Handbook committees as well as watching their committee's progress via ALA Connect.
- Help the Archives Committee review the current procedures & policies to continue to streamline the reporting submission & archiving process
- Continue to help disseminate NMRT announcements & events through the different Social Media platforms. I would also like to develop some guidelines & documentation for the next Secretary.

5. Date of report: February 24, 2011

6. Submitted by: Janel White

aljw96@yahoo.com/jwhite@npr.org