

NMRT Board Member Final Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2011-2012

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

Archives

This year, the Archives Committee has been fairly self-sustaining. Damon Campbell, the 2011-2012 Archives Chair, worked with Amanda Drost, Assistant Chair, to enter reports submitted 2011-12 by committee chairs and board members. The committee also improved the process for tracking progress.

Handbook

The Handbook Committee, chaired by Virginia Pierce, updated and revised appropriate sections of the NMRT Handbook by working with committee chairs and board members. The Handbook Committee also gathered data, via a survey to committee chairs, about improving the timeline for reviewing and revising Handbook entries. The Handbook Committee is also eager to promote the Handbook through various social media outlets.

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?

In the future, the NMRT Secretary will have a much stronger role in managing NMRT's publicity and promotion. In 2010-11, when the NMRT Board voted on giving the responsibility for social media management to the NMRT Secretary, the process for chairs and board members to request promotion through these outlets was not quite hammered out. The NMRT Publicity Request Form (more information below) will help to streamline this process.

Specific duties that the next NMRT Secretary will follow through on include:

- Finalizing the NMRT Publicity Request Form. To do this, the NMRT Secretary will work closely with the Web Committee and all Board members to make sure that everyone is aware of the process. Handbook entries may need to be updated to reflect this. More information is available in Connect: <http://connect.ala.org/node/165588>
- Fleshing out the Google+ page for NMRT. More information is available in Connect: <http://connect.ala.org/node/165584>
- Working with the Archives Committee to link documents in Section 2 from the Archives to the Handbook. Currently, documents in Section 2 are housed in Connect, which is not secure or safe for the long-term preservation of those documents.
- Making sure that the Parliamentarian (Governance Committee Chair) and Fundraising Coordinator have access to items posted in the NMRT Executive Board & Committee Chairs Connect site, since they are not technically (yet) part

of the Executive Board and have had issues with access to the Connect site in the past.

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

- Finalize drafts of minutes and post as soon as possible in order to avoid forgetting important pieces of the conversation or what your notes meant
- Stay in close contact with Archives and Handbook Committee Chairs
- Work closely with NMRT liaisons to help disseminate information about events and services
- Work with NMRT President to contribute to the NMRT Chair/Board Member Orientation. Specifically mention NMRT Publicity Request Form and Handbook information in this Orientation.
- Assist board members and committee chairs with using Connect to post reports
- Be active on Twitter! This is one area that the NMRT Secretary could really improve upon

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.

Touching base on collaborative projects during board meetings would, of course, be helpful. Connect pages dedicated to collaborative projects might also be helpful, as would adding information to the NMRT Handbook on which committees work together on which projects.

7. Date of report: June 29, 2012

8. Submitted by: Rebecca K. Miller