

IFLTA Secretary Duties:

1. Take minutes for all IFLTA Board Meetings, held quarterly in March, May, August, and December and submit to IFLTA Officers for approval. Upon approval and necessary revisions, submit to IFLTA Webmaster to be updated on IFLTA website.
2. Conference-related duties (pre-conference)--Conference in November, so most of this area in September-October:
 - A. Prepare boxes for Conference Evaluation Forms (approximately 3) and bring to the conference.
 - B. IFLTA Store: Bring boxes of materials (IFLTA T-shirts, postcards, and other promotional materials) to be sold at the exhibits during the conference. Coordinate the shifts for the IFLTA Store during the conference and find volunteers to run the store.
 - C. Assist the 1st and 2nd Vice-Presidents in sending out e-mail correspondence/other correspondence to the IFLTA membership to request presenters, remind them to register for the conference, to request presiders, and other correspondence as deemed necessary to prepare for the conference.
 - D. Prepare nametags for the exhibitors--will coordinate with Exhibits Committee (Vendor) Chair. In the future, this responsibility may be handled by the Meeting Connection.
3. Conference-related duties (during conference)—November:
 - A. Attend IFLTA Board meeting Thursday night and be present at all functions related to the conference as a member of the IFLTA Board of Directors, including New Teacher Workshop and University Night.
 - B. Assist with taking pictures during the conference. Bring your own digital camera.
 - C. Make sure that the IFLTA Store shifts are filled and/or materials/money are secured.
 - D. Coordinate and find volunteers to make sure that lunch tickets for both the Friday and Saturday luncheon events are collected.
 - E. Take minutes during the annual IFLTA business meeting on Saturday and submit these to the board for revisions/approval. These minutes will go in the Conference folder for the upcoming year's conference in November.
 - F. Assist with registration including but not limited to: distributing session packets to presiders, distributing ribbons for presiders, presenters, officers, and other ribbons as necessary.
 - G. Assist with the Exhibitor's and Conference Raffle as necessary.
4. Conference-related-duties (post-conference)---November-January:

- A. Assist VPs to send out letters to all presidors during the conference to thank them for their professional contribution.
 - B. Submit press releases for the IFLTA Teacher of the Year recipients as necessary-will coordinate with the Vice-Presidents of the constituent organizations for press release information.
 - C. Submit photos taken during the conference to the webmaster and IFLTA Newsletter Editor to be published on the website and in the IFLTA Spring Newsletter.
 - D. Send IFLTA Board Member contact information to Central States (every year as officers change).
5. Other duties (year-round or as necessary):
- A. Maintain and update the IFLTA Membership list in conjunction with the IFLTA Treasurer when new members are added.
 - B. Keep materials: T-shirts and postcards,etc. for IFLTA Store, stationary with IFLTA letterhead, Conference Evaluation Boxes
 - C. Send any correspondence as deemed necessary by the IFLTA Officers.
 - D. Act as a delegate and representative for Indiana as necessary for regional and national conferences.