To: Joint Steering Committee for Development of RDA
From: Barbara B. Tillett, Chair
Subject: Duty statement for the JSC Secretary

This document updates and supersedes 5JSC/Policy/5.

The Secretary will perform the following tasks (in conjunction with the Chair, JSC):

* **Agenda for JSC meetings:**
  - preparing draft and final versions
  - posting the agenda on the JSC public web site

* **Minutes of JSC meetings:**
  - preparing draft and final versions
  - posting the minutes of the public sessions on the JSC public web site
  - posting the minutes of the public and executive sessions on the JSC private web site
  - preparing an outcomes document from the JSC meetings
  - preparing a summary list of actions for JSC members and constituent bodies

* **JSC public and private web sites:**
  - posting pdfs of formal proposals, discussion papers, responses, and final versions of accepted proposals on the JSC public web site
  - posting Word versions of formal proposals and discussion papers on the JSC private web site
  - posting announcements about meetings, changes to RDA, and related activities on the JSC public web site
  - posting administrative and restricted documents on the JSC private web site
  - updating information after JSC meetings
  - posting pdfs of RDA content from each release and update of the RDA Toolkit on the JSC private web site

* **Editing of RDA content:**
  - creating final versions of accepted formal proposals as records of changes
  - managing the JSC Fast Track review process for minor corrections
  - collecting typographical errors to be corrected
  - creating documents listing minor corrections and typographical errors as records of changes made to RDA content
  - adding, revising, and deleting JSC-approved changes of RDA instructions and examples + any typographical errors in the collaborative online tool
  - proofreading of edits made

* **JSC document distribution**
  - maintaining the document distribution email list and private JSC web site email list
• sending emails about new documents to JSC, wider distribution email list, RDA-L, and to other discussion lists as appropriate
• preparing annual document lists
• submitting documents for archiving at the University of Illinois

Maintenance of other documents:
• revising the JSC roster on the JSC public web site and supplying any revisions to the Committee of Principals and the Co-Publishers
• revising the mailing list document
• revising the JSC list of tasks
• revising JSC policy documents, as required, for review by the JSC

Other tasks:
• performing editorial tasks as assigned by the JSC
• undertaking projects for the JSC as required
• assisting with arrangements for the JSC meetings as required
• assisting the JSC Chair as required.