To: RDA Steering Committee

From: Gordon Dunsire, Chair, RSC

Subject: Duty statement for the RSC Secretary

Related document: This RSC document is a minor revision of its counterpart JSC document (6JSC/Policy/3).

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

Agenda for RSC meetings:

- preparing draft and final versions
- posting the agenda on the RSC website

Minutes of RSC meetings:

- preparing draft and final versions
- posting the minutes of the public sessions on the RSC website
- posting the minutes of the public and executive sessions on a restricted page of the RSC website
- preparing an outcomes document from the RSC meetings
- preparing a summary list of actions for RSC members and constituent bodies

RSC website:

- posting pdfs of formal proposals, discussion papers, responses, and final versions of accepted proposals on the RSC website
- posting Word versions of formal proposals and discussion papers on a restricted area of the RSC website
- posting announcements about meetings, changes to RDA, and related activities on the RSC website
- posting some administrative and restricted documents on a restricted area of the RSC website
- updating information after RSC meetings

Editing of RDA content:

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

RSC document distribution

- maintaining the document distribution email list and private RSC email list
- sending emails about new documents to RSC, 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 RSC roster on the RSC public web site and supplying any revisions to the RDA Board and the Co-Publishers
- revising the RSC list of tasks/action items

- revising RSC policy documents, as required, for review by the RSC

Other tasks:

- performance of editorial tasks as assigned by the RSC
- undertaking projects for the RSC as required
- assisting with arrangements for the RSC meetings or other events (e.g., Jane-athons) as required
- supplying information for the RSC annual report to the RSC Chair
- assisting the RSC Chair as required