

**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.