

1997 ANNUAL REPORT

The Northern Plains Area Secretarial Advisory Council (NPASAC) was formed in 1996 by volunteers who were solicited from the Area. Although volunteers were numerous, the committee was limited to five members plus the Technical Advisor. The first meeting was held in September 1996 in Fort Collins, Colorado. At this meeting the NPA was divided up with each Council member representing identified locations. This will enable each Council member to participate in the activities of the Council and be a "local" contact for their identified locations. They are also responsible for dissemination of NPASAC information to Area secretaries.

The Current council members are:

Kathleen Aragon, Laramie, Wyoming
Louise Dalton, Fort Collins, Colorado – Chair
Sandy Mathewson, Manhattan, Kansas
Sharon Peterson, Grand Forks, North Dakota – Recorder
Jan Preston, Lincoln, Nebraska
Sue Thornburgh, Fort Collins, Colorado - Technical Advisor
'Retired June 30, 1997.

Accomplishments

- Prepared and distributed the Council Charter throughout the Area.
- Assisted in preparing the Secretarial Breakout Agenda for the 1997 Leadership Conference. Topics included: striving to prevent added stress on the job; time management and priorities; being informed and keeping others informed; and putting education and training to work. Upon completion of the breakout sessions, the secretaries finalized a report which was presented to the entire conference.
- Requested to review nominations for the NPA Secretarial Award and make a recommendation to the Area Director. However, since a committee member was nominated for the award, the NPASAC did not actively participate in the selection process.
- Established a directory of volunteer resource secretaries to serve as mentors to other secretaries in specialized areas, i.e., RMIS, PCTARE, SIMP TRAV, etc.
- Prepared a "Welcome Letter" to be sent to newly hired ARS secretaries.

Goals

- Establish a mentoring program as well as provide adequate orientation and basic in-house training for all newly hired secretaries.
- Provide assistance to the National Secretarial Advisory Council.
Promote recognition and promotions for ARS secretaries.
- Identify outside training courses and encourage networking among secretaries.
- Devise a means of keeping secretaries informed of new procedures.
- Advise management of matters concerning the secretarial profession.
- Keep secretaries involved in the secretarial portion of NPA Leadership Conferences.