

**EXECUTIVE SECRETARY
TIME ANALYSIS COMPARISONS
FY05, FY06, FY07, FY08, FY09**

Activity Code	FY05	FY06	FY07	FY08	FY09
ADM	160	162	203	206	180
AFF	21	17	13	26	27
COM	69	65	76	50	48
DIR	65	79	75	57	72
EXC	104	131	208	130	183
FED	7	4	12	52	29
GRA	39	99	16	8	0
INT	32	56	42	17	32
ORC					20
PLA	66	101	99	99	131
REP	64	44	49	91	93
TRA	180	187	149	120	85
WEB	<u>88</u>	<u>75</u>	<u>58</u>	<u>144</u>	<u>100</u>
TOTAL	895	1024	1000	1000	1000

ADM Administration (e-mail mgmt., maintaining mailing lists, files,tracking assign./reports, etc.)
AFF Affiliate recruitment/networking
COM Committee networking
DIR Director and voting representative networking
EXC President/EXCOM work assignments
FED Federal partner networking
GRA Grant development/execution
INT AFWA & regional association coordination
ORC Org. of Retired Conservation Administrators
PLA Annual meeting planning
REP Report, letter, brochure, speech writing
TRA Travel and conference attendance
WEB Website management