

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

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

**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