

**EXECUTIVE SECRETARY TIME (HOURS)**  
**ANALYSIS BY ACTIVITY CODE—FY09**

Month	Hours by Activity Code													TOTAL
	ADM	AFF	COM	DIR	EXC	FED	GRA	INT	ORC	PLA	REP	TRA	WEB	
July	15	1	1	12	39	1	0	0		2	14	5	9	= 99
August	12	6	0	4	12	0	0	1		0	32	1	11	= 79
September	17	4	1	3	15	3	0	1		0	4	38	7	= 93
October	35	2	5	10	6	3	0	3		0	5	0	14	= 83
November	23	2	3	10	4	3	0	6		3	15	0	7	= 76
December	26	1	0	8	21	2	0	7		0	7	2	7	= 81
January	13	0	12	6	16	3	0	2	9	14	1	1	5	= 82
February	13	6	8	11	11	0	0	1	6	18	1	0	5	= 80
March	10	1	0	0	20	4	0	5	1	15	0	38	5	= 99
April	2	3	10	3	12	8	0	1	4	44	0	0	15	= 102
May	10	0	4	3	16	0	0	2	0	14	1	0	8	= 58
June	4	1	4	2	11	2	0	3	0	21	13	0	7	= 68
<b>TOTAL</b>	<b>180</b>	<b>27</b>	<b>48</b>	<b>72</b>	<b>183</b>	<b>29</b>	<b>0</b>	<b>32</b>	<b>20</b>	<b>131</b>	<b>93</b>	<b>85</b>	<b>100</b>	<b>= 1,000</b>
<b>(%)</b>	<b>18.0</b>	<b>2.7</b>	<b>4.8</b>	<b>7.2</b>	<b>18.3</b>	<b>2.9</b>	<b>0.0</b>	<b>3.2</b>	<b>2.0</b>	<b>13.1</b>	<b>9.3</b>	<b>8.5</b>	<b>10.0</b>	<b>= 100.0</b>

- ADM Administration (e-mail management, maintaining mailing lists, tracking assignments, correspondence management, 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 IAFWA & 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