

EXECUTIVE SECRETARY TIME (HOURS)

ANALYSIS BY ACTIVITY CODE—FY09

Month	Hours by Activity Code													
	ADM	AFF	COM	DIR	EXC	FED	GRA	INT	ORC	PLA	REP	TRA	WEB	TOTAL
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
TOTAL	180	27	48	72	183	29	0	32	20	131	93	85	100	= 1,000
(%)	18.0	2.7	4.8	7.2	18.3	2.9	0.0	3.2	2.0	13.1	9.3	8.5	10.0	= 100.0

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