

Position Description Secretary

Function

Take minutes of chapter meetings, provide notice of meetings, and handle the chapter's general correspondence. Maintain chapter records and history.

Responsible To

Chapter membership
Chapter president

Responsibilities

- Upon the advice of the president, the secretary should issue notice of board of directors' meetings. After consultation with the president, the secretary may prepare copies of the agenda for board of directors' meetings.
- Maintain a record of attendance and prepare the minutes of all board of directors' meetings and regular chapter meetings.
- Distribute all meeting announcements, newsletters, and chapter forum emails to the membership.
- Monitor the chapter email account and ensure all correspondence is responded to in a timely manner.
- Transmit all necessary annual election information to the membership and advise SHRM using the online Chapter Leader Information Form (CLIF).
- Maintain a contact list of the chapter board of directors.
- Attend all monthly membership and board of director meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

Requirements

Must be a SHRM national and chapter member in good standing.