Valley SHRM

SECRETARY

BOARD OF DIRECTORS JOB DESCRIPTION

POSITION TYPE	TERM	ESTIMATED TIME COMMITMENT	RESPONSIBLE TO
Officer of the Board	Two years	Approximately 5-10 hours per month, with additional time around newsletter production and major Chapter communications.	VSHRM President, Board of Directors, and VSHRM Members

POSITION SUMMARY

The Secretary serves as VSHRM's primary recordkeeper and coordinates timely, consistent communications to members, including the Chapter newsletter and operational email distribution lists.

RECOMMENDED SKILLSET

- Strong written communication and editing skills
- Organized and attentive to detail
- Comfortable using digital communication tools
- Able to manage deadlines and recurring communications
- Collaborative and dependable

RESPONSIBILITIES

1. Ensure accurate minutes are prepared for Board and Chapter meetings, working with the President or meeting leader as needed, and maintain approved minutes as official Chapter records.
2. Prepare, edit, and coordinate timely distribution of the VSHRM newsletter and other official Chapter communications.
3. Prepare meeting slides and other presentation materials for Chapter meetings in coordination with the President and appropriate Board members.
4. Assist with preparing, distributing, and collecting broader Chapter surveys and other member feedback as requested by the President or Board using the Chapter's designated survey platform (currently SurveyMonkey), as appropriate.
5. Maintain and update operational email distribution lists used outside SHRM's DMR system (current system: Constant Contact).
6. Coordinate with the Membership Chair to help ensure member email information is current and consistent with available DMR information.
7. Support annual Board election communications and maintain official election records.
8. Maintain official Chapter records and governance documentation in the Chapter's centralized digital systems (currently Basecamp and Google Drive), working collaboratively with the President to ensure records are organized, current, accessible to authorized Board members, and preserved for future leadership.
9. Maintain VSHRM position descriptions and other governance documentation.
10. Coordinate with the Website and Social Media Chairs to support consistent Chapter communications across channels.
11. Prepare ad hoc communications at the request of the President or Board.
12. Maintain current role information, procedures, key contacts, resources, and other transition materials in the Chapter's designated systems (currently Basecamp and Google Drive) to support continuity and future Board leaders.
13. Attend and actively participate in at least 80% of Board meetings and 60% of regularly scheduled Chapter meetings.
14. Collaborate with fellow Board members and support overall Chapter initiatives.

REQUIREMENTS

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

RESOURCES AVAILABLE

SHRM provides resources through the Volunteer Leader Resource Center (VLRC), including Chapter governance resources, position guidance, best practices, and other tools for volunteer leaders. Contact the VSHRM President for access to the VLRC and other SHRM volunteer leader resources. Additional resources may include the Volunteer Leader Playbook, CLA webcasts, webinars for volunteer leaders, and applicable SHRM governance and communications resources.

VLRC: https://vlrc.shrm.org/s/