



Secretary

The Secretary is an elected officer and a key member of the Board of Directors, responsible for ensuring the effective administration of Board activities and maintaining accurate records of DC SHRM's governance. The Secretary plays a crucial role in facilitating communication within the Board and between the Board and the chapter membership.

This role involves overseeing the documentation of Board meetings and works closely with the President; President-Elect; Executive Director; and other Board members to ensure compliance with legal and regulatory requirements and providing support to the Board in its governance duties.

Responsible to:

- Chapter President

Key Duties and Responsibilities:

Meeting Coordination and Documentation

- Prepare, distribute, and maintain records of all Board meeting agendas, minutes, and supporting documents in collaboration with the President and the Executive Director.
- Ensure that board and chapter meetings are properly scheduled and that all are informed of meeting dates, times, and locations.
- Record accurate and detailed minutes of board meetings, including decisions made, actions taken, and any dissenting opinions, and distribute minutes to all board members in a timely manner.

Governance and Compliance

- Ensure that the chapter's governance practices comply with legal, regulatory, and ethical standards, including maintaining records of the board's bylaws, policies, and resolutions.
- Oversee the maintenance of corporate records, ensuring that all necessary documents, such as board resolutions and official correspondence, are properly archived and accessible.
- Ensure that the Board is operating in accordance with its bylaws and assist in the review and updating of bylaws and governance policies as needed.

Communication and Board Support

- Serve as the primary point of contact for Board communications, facilitating the flow of information between board members and the chapter's membership.
- Coordinate the activities related to the chapter's communication and outreach, including management of the chapter's social media channels.
- Assist the President and the Executive Director in coordinating board member activities, including tracking board attendance, participation, and terms of service.
- Support the orientation of new board members by providing them with necessary documentation and ensuring they understand their roles and responsibilities.

Legal and Ethical Oversight

- Ensure that the organization complies with all legal obligations, including the filing of required documents with government agencies (e.g., annual reports, tax filings).
- Provide guidance to the Board on legal and ethical issues related to governance, working with external legal counsel as necessary.
- Ensure that conflicts of interest are managed appropriately and that all Board members complete required disclosures and acknowledgments.

Board Development and Evaluation

- Assist in the development and implementation of processes for evaluating Board performance and effectiveness.
- Support efforts to recruit, retain, and develop a diverse and effective board of directors, including assisting with board training and development activities.
- Monitor and ensure adherence to board policies, including attendance, term limits, and committee participation.

Record Keeping and Archiving

- Maintain a secure and organized system for storing and retrieving board documents, including minutes, resolutions, policies, and other official records.
- Ensure that all records are kept in accordance with legal requirements.
- Manage the Board's official correspondence, ensuring that all communications are properly documented and filed.