



Job Description of Secretary/Communications Director

- Responsible To:** MISHRM State Director
- Responsible For:**
- SHRM Status:** Must be an SHRM member in good standing.
- Certification Status:** HRCI Certification preferred.
- Experience Req'd:** Must have served as a board member of an SHRM chapter.
- Selection:** This individual is selected via election per the MISHRM bylaws.
- Term:** This incumbent serves a two year term beginning January 1 and ending December 31 of the following year. The individual may be re-elected for one additional term on the same time schedule for a total service of four years.
- Purpose:** Serves as the recordkeeper of all MISHRM Council official documents. Coordinates and directs effective and timely MISHRM communications. Responsible for oversight of www.mishrm.org website.
- Participation Req'd:** Attends all (four) Executive Committee Mtgs.; Attends all two MISHRM Council Mtgs.; Attends MISHRM Leadership Conference; Attends SHRM National Leadership Conference preferred.

ESSENTIAL FUNCTIONS:

Prepares and distributes MISHRM Council meeting minutes for council meetings, executive committee meetings and any other appropriate meetings. Distributes appropriately including posting to the website. Updates and distributes MISHRM Council roster as often as changes are needed but on a minimum quarterly basis. Distributes appropriately including posting to the website.

Maintains accurate records of any MISHRM business matters. Prepares reports as requested by the MISHRM Director. Prepares miscellaneous correspondence as requested. Acts as historian and recordkeeper for all MISHRM Council official records (contracts, policies, bylaws, etc.)

Recommends new or revised policies, procedures, templates, etc. to increase organizational effectiveness.

Arranges for MISHRM Council meeting location(s), meals, and/or refreshments.

Prepares and coordinates the balloting process for officer election.

Manages the development and maintenance of www.mishrm.org. Works with web hosting vendor to provide SHRM recommended material, links, logos, etc. Updates information timely to assure a professional representation of the MISHRM Council. Manages security access of website.

Manages the public relations activities of the MISHRM Council in conjunction with the Executive Committee.

Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award.

Serves as a voting member of the MISHRM Council.

Performs other duties as assigned.

NOTE: The Executive Committee reserves the right to make amendments, changes or exceptions to the job descriptions requirements.