

JOB DESCRIPTION

Position title:	Secretary	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Executive Board Member, Chapter	Term:	2 years

Position Summary

Take minutes of chapter meetings, provide notice of meetings and general correspondence. Maintain chapter records and history.

Responsible To:

- The members of the chapter
- The chapter president

Position Responsibilities

- Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings, as required by the chapter by-laws. After consultation with the president, the secretary could prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all board of directors' meetings and executive committee meetings.
- Keep an up-to-date roster of names, addresses and telephone numbers of all board members.
- File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff).
- File in the Chapter Procedures Manual or other permanent record:
 - Those original chapter bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee members, and general membership.
 - Copies of all chapter publications.
 - Approved and signed minutes of all board of directors and membership meetings.
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- Be a mentor to select board positions as identified by the President.
- In partnership with chapter management, ensure the chapter website is up to date with relevant content. Coordinate with board members to ensure their designated webpages contain current and relevant information. Maintain "Board Only" webpage with up to date information.



- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Secretary to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for the chapter Secretary:
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.