

SVSHRM SECRETARY

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

Responsibilities:

- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Keep an up-to-date roster of names and addresses of all chapter members. *If addresses are changed, the secretary should notify SHRM headquarters.*
- Distribute to the membership all meeting announcements, newsletters, and other information. This information should also be sent to the district director, the state director, and our SHRM Regional Team.
- Transmit all necessary annual election information to the membership.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter secretaries
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide

And MUCH MORE...available online at www.shrm.org/vlrc