



## Role Description

### Secretary

#### Position Summary:

The Secretary will be responsible for taking minutes of Board Meetings, provide notice of Board Meetings and any Board Correspondence.

#### Responsible To:

The members of the Chapter

The Chapter President

#### Responsibilities:

- Upon the advice of the President, the Secretary should issue notice of Board Meetings. After consultation with the President, the Secretary should prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all Board Meetings and distribute minutes to attendees.
  - Keep an up to date roster of names and addresses of Board Members. · Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leadership Information Form (CLIF). · 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 and committee members.
      - Copies of all chapter publications.
      - Approved and signed minutes of all Board meetings.
      - Chapter Charter.
      - Legal documents such as IRS Letters of Determination, Articles of Incorporation. · Participate in the development and implementation of short term and long term strategic planning for the Chapter.
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- Support Conference initiatives including participation on planning committee.
- Represent the chapter in the human resources community.
- Attend all monthly membership and Board meetings.