

SECRETARY

Position Summary:

Take minutes of Chapter board meetings. Provide copies or email copy of the minutes for approval to all board members.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President

Responsibilities:

- Take minutes at the Chapter board meetings and email to President for review prior to sending to board members.
- Provide copies or email copy of the minutes for final approval to all board members prior to board meeting.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Assist Membership Director, Newsletter Director and other board positions with applicable special projects or newsletter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Must be a SHRM member in good standing elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Secretaries
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>
 - See Membership Director, Newsletter Chair and/or other board job descriptions for resources.