

Secretary

Position Overview:

This position is responsible for all administrative functions, including duties associated with Board meetings. Serve as a resource to the chapter, providing a historical perspective to current issues. Maintain open communications with board by answering questions, explaining policies and procedures. It is recommended that the Secretary is a SHRM member in good standing and SHRM certification is preferred.

Term:

The Secretary is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Maintain a record of attendance and prepare the minutes of the monthly board meetings and other special meetings called by the President. Distribute copies of the minutes to all board members.
- Maintain chapter history and operational consistency by resolving concerns and advising board and committee members of accepted policies and procedures.
- Work with Technology Director to maintain website content relative to position.
- Complete other tasks as assigned by the President.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the Chapter President.