

## Membership / Secretary

### **Position Overview:**

This position is responsible for all membership and administrative functions. Membership is a key initiative that needs to be administered. In addition, this position is accountable for the administrative duties associated with general membership meetings and 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/Treasurer is a SHRM member in good standing and HRCI certification is preferred.

### **Term:**

The Membership / 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.
- Membership duties include: respond to inquiries, oversight of the renewal process, track retention, reaching out to the At Large members, participate in Membership calls (Local and National), reach out to past members to rejoin/renew and Audit the National membership list.
- Responsible for the New Member orientation. Update the slides, invite emailed to new members and invite to speakers for availability.
- Responsible for monthly chapter meetings setup—make preparations with the facility, arrive early to set up registration table and make other meeting preparations, accept meeting registrations and check in members at the meeting.
- 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.
- Prepare the monthly chapter newsletter. Articles will be received by the Board Members. The President will review the newsletter. The Technology Coordinator will post to the website.
- Maintain chapter history and operational consistency by resolving concerns and advising board and committee members of accepted policies and procedures.
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- Work with Technology Coordinator to maintain website content relative to position.
- Serves as back up to the Technology Coordinator, as needed.
- Complete other tasks as assigned by the President.