

Secretary

Position Summary:

The job of the Secretary is to take minutes of board and chapter meetings, provide notice of meetings and general correspondence, and to maintain chapter records and history.

Responsible To:

Members of the chapter
Chapter President

Responsibilities:

- Attending all monthly membership, board of directors, and executive committee meetings, taking minutes and distributing minutes for appropriate review and approvals.
- Maintaining records of votes on minutes and other chapter business.
- Consulting with the President and Chapter Management Professional (CMP) to ensure meeting notices, minutes, and other materials are provided for attendees as needed.
- Coordinating recordkeeping of chapter bylaws, policies, procedures, standard operating manual contents, SHRM CLIF submission and related SHRM information, and legal documents.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Serving as back-up support for the CMP as needed.
- Participating in chapter events.
- Representing the chapter in the HR community.