

SECRETARY

Position Summary:

Record minutes of chapter and Board of Director's meetings; provide notice of meetings; and general correspondence. Maintain chapter records and history.

Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings
- Distribute to the membership all meeting announcements and other information
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF) by December 1st
- Post Board and Chapter minutes to website
- Post minutes to the website
- Attend all membership and board of directors meetings
- Participate in the SHRM Core Leadership Area conference calls and webcasts
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Represent the chapter professionally in the human resources community