



SECRETARY

Position Summary:

Take minutes of chapter meetings and maintain general correspondence. Maintain chapter records and history. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair.

Responsible to:

The members of the chapter
The chapter president

Requirements:

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote.

Serves a one-year term beginning January 1 and ending December 31 each year.

Responsibilities:

- Maintain a record of attendance and prepare the minutes of all directors' meetings and regular chapter meetings.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- File in the permanent record:
 - Those original chapter bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee members, and general membership.
 - Approved and signed minutes of all board of directors and membership meetings.
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and quarterly board of director's meetings.

Resources Available:

- SHRM supplies the following resources for chapter secretaries... available online at www.shrm.org/vlrc
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes