# Secretary

Volunteer Role – Position Description

## Role Summary

The Secretary serves as a key contributor to the SHRM Northern Colorado Chapter, Board of Directors and Executive Board of Directors, offering a broad, organization-wide perspective. This role takes minutes of Board and Executive Board meetings, maintains chapter records and history and makes minutes available to the Chapter via the Chapter website.

## Reports To

- Chapter President  
- Chapter Members

## Key Responsibilities

* -Maintains a record of attendance and prepares the minutes of all Board of Directors and Executive Board of Directors meetings
* -Keeps an up-to-date roster of names and contact information of all Board members
* -Transmits all necessary annual election information to the membership and advises SHRM through the use of the online Chapter Leader Information Form (CLIF)
* -Ensures that all Board members have name tags (order for new members)
* -Maintains all copies and versions of Chapter bylaws, a list of current officers and members, approved and signed minutes of all Executive Board and Board meetings, and all legal documents such as IRS Letters of Determination and Articles of Incorporation
* -Participate in discussions and decisions impacting both chapter and national initiatives
* - Uphold the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respect and encourage diverse viewpoints during decision-making.
* - Serve on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at Board of Directors meetings
* -Regular attendance on Secretary CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)