**SECRETARY**

Position Summary:

Take minutes of chapter meetings. Maintain chapter records and history. Take minutes of all board meetings and make available to chapter.

Responsible To:

The members of the chapter

The chapter president

Responsibilities:

* Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
* Keep an up-to-date roster of names and addresses of all board members. .
* Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
* Maintain and update a chapter library (books and references) if applicable.
* File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff).
* Ensure that all Board members have name tags (order for new members)
* File in the Chapter Administration Guide or other 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.
  + Copies of all chapter publications.
  + 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.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* SHRM supplies the following resources for chapter secretaries
  + Chapter Position Descriptions
  + Guide to Maintaining Your Chapter’s History
  + Secretary’s Guide to Taking Minutes
  + SHRM Leaders Guide
  + Also available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)