



Engage • Educate • Empower

Secretary

Length of Commitment: 2 years

Estimated monthly time commitment 3-5 hours

Updated: July 12, 2016

Summary of Role

Take minutes of chapter meetings; provide notice of meetings and general correspondence. Maintain chapter records and history.

Outcomes and Responsibilities

- Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings
 - After consultation with the president, the secretary could prepare copies of the agenda for such meetings
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings
- Work with chapter paid professional (and VP of Membership where applicable) to:
 - Keep an up-to-date roster of names and addresses of all chapter 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)
 - Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt
 - Distribute to the membership all meeting announcements, newsletters, and other information
 - File in the Chapter Procedures Manual 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
- File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff)
- 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
- Develop future leader to fill role as part of the succession planning
- Attend at least 9 monthly chapter meetings
- Attend 8 of 11 board of directors meetings
 - Held the third Tuesday of each month at 5:45pm

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred