



Secretary Board of Directors

Board Position: Secretary
Length of Term: Two Years
Revision Date: January 2020

Position Summary

The Secretary is responsible for chapter correspondence and most importantly documenting the chapter meeting minutes and presenting the minutes at board meetings. The Secretary maintains chapter records and history. The Secretary serves a two-year term.

Responsibilities

- Under the Chapter President's direction, responsible for issuing meeting invitations and creating meeting agendas.
- Maintain board contact and attendance records.
- Prepare the minutes of all board meetings. Submit minutes as required to SHRM for approval and maintain copies on file.
- Distribute meeting announcements, newsletters, and other information to the membership.
- Transmit all necessary annual election information to the membership.
- Responsible for submitting the online Chapter Leader Information Form (CLIF) to SHRM.
- Chair the telephone committee, organizing members to call other members, informing them about meetings, speakers, events, changes, etc.
- Maintain and update a chapter library (books and references).
- Maintain the HRSHRM Chapter Operations Manual, by-laws and amendments, Chapter charter, job descriptions, and other permanent Chapter records.
- Maintain copies of all chapter publications.
- Maintain the file of legal documents such as IRS Letters of Determination and Articles of Incorporation.
- Complete special projects upon request.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

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

Responsible To

- Chapter Members
 - Chapter President
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