

SECRETARY

Position Summary:

Take minutes of chapter meetings and maintain general correspondence, chapter records and history.

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.
- In conjunction with the Association Management Company (AMC), keep an up-to-date roster of names and addresses of all chapter members. *If addresses are changed, the secretary should notify SHRM headquarters.*
- Transmit all necessary annual election information to advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- In conjunction with the AMC, file in the restricted board website 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
- In conjunction with the AMC, accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) to be submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- In conjunction with the AMC, assists with submissions for chapter Pinnacle Award nominations, if applicable.
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.
- 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter secretaries
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - www.shrm.org/vlrc