



## Secretary

### Position Summary

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

### Responsibilities

- Upon the advice of the president, the secretary should issue notice of 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 directors' meetings and regular chapter meetings.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, the secretary should notify SHRM headquarters.
- Distribute to the membership all meeting announcements, newsletters, and other information.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- 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
- Complete other assignments as requested by the president or the board of directors.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all scheduled chapter meetings.
- Represent the chapter in the human resources community.

### Responsible To

- The members of the chapter
- The chapter president

### Resources Available

SHRM supplies the following resources for chapter exhibitor chairs

- Chapter Position Descriptions
- Guide to Maintaining Your Chapter's History
- Secretary's Guide to Taking Minutes
- Fundamentals of Chapter Operations