



Job Description

SECRETARY

SUMMARY:

Takes minutes of chapter meetings and provide notice of meetings. Maintain chapter records and history.

RESPONSIBLE TO:

- A. The members of the chapter
- B. The Chapter President

RESPONSIBILITIES:

- A. Sends out monthly agenda topic items for board meetings to the chapter members. Prepares copies of the agenda for the meetings.
- B. Maintains a record of attendance for each board meeting.
- C. Records minutes of monthly board meetings, submits to members for review and voting for approval.
- D. Represents the chapter in the Human Resources community.
- E. Attends monthly membership and Board of Director meetings.

RESOURCES AVAILABLE:

SHRM supplies the following resources for Chapter Secretaries

- Chapter charter guidelines
- Chapter position guidelines
- Guide to maintaining your Chapter's history
- Secretary's Guide to Taking Minutes
- SHRM Leaders Guide
- More available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>