



Elk River, MN

## **SECRETARY**

### Position Summary:

Maintain Chapter records and historical data through taking Board Meeting Minutes, and distributing same, along with other documentation as required, to the Board following each meeting. Maintain and update hard copy and/or electronic documentation of all Chapter-related information (i.e. Agendas, Minutes, financial reports, bank statements, reconciliation reports, etc.). Executive Officer to Board of Directors serving a 1-yr term with no more than 2 consecutive terms.

### Responsible To:

The members of the Chapter  
The Chapter President

### Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must regularly attend monthly membership meetings and Board meetings as scheduled

### Responsibilities:

- As an elected officer of the Chapter, the Secretary is a responsible member of the Chapter's Board of Directors and the Chapter's Executive Board and is expected to take part in discussion and action on all business of the Chapter.
- Record, prepare, and distribute Board of Director meeting Minutes to Chapter Directors.
- Maintain and update the Chapter Document Management System including but not limited to:
  - Original Chapter Bylaws and dated copies of each Bylaw Amendment
  - Chapter Charter
  - Legal documents such as IRS Letters of Determination, Articles of Incorporation, etc.
  - Chapter Procedures Manual or other permanent record
  - Listing of current officers, committee members, and general membership
  - Chapter Job Descriptions
  - Election Ballot and Ballot results
  - Financial Records
  - Strategic Plan
  - Membership Survey and results
  - Maintain records of meeting Agendas and Board member attendance
  - Maintain copy of monthly Chapter meeting Agenda, and presentation handouts (if any)
  - Copies of all Chapter publications/brochures
  - Approved and signed Minutes of all Board of Directors and membership meetings
- 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
- Upon completion of the position's term, assist the incoming Secretary to assure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:

- SHRM supplies the following resources for chapter secretaries
  - Chapter Position Descriptions
  - Guide to Maintaining Your Chapter's History
  - Secretary's Guide to Taking Minutes
  - Fundamentals of Chapter Operations
- And MUCH MORE...[available online](#)