



Job Description

Board Position: Secretary
Length of Term: Two Years
Revision Date: March 2024

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.
- Maintain event needs to include providing registration list, preparing name badges, securing the speaker's Power Point presentation, preparing the HRSHRM Power Point presentation, preparing and transporting all items on the date of the event, recording attendance, assisting with the member check-in processes, and responsible for organizing and helping with any room preparations and clean-up needs.
- Set up and launch post-event surveys and speaker presentation (in PDF format) via email to all attendees.
- 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