

## **SECRETARY**

### Position Summary:

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

### Responsible To:

The members of the chapter

The chapter president

### Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and 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 officers' and 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.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- 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).
- File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff).
- 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
- 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.
- Attend all monthly membership and board of directors meetings.

### 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 at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)