



# Secretary & Communications Chair

Position Description - Job Title - Volunteer Role:

## Position Summary:

The Secretary is the primary recordkeeper for the chapter, maintaining chapter records and history. The incumbent is also responsible for timely and comprehensive communications to members.

## Responsible To:

- The members of the chapter
- The chapter president and board of directors

## Responsibilities:

- Maintain a record of attendance and prepare the minutes following board of directors' meetings. Distribute to board members to be approved at next scheduled meeting.
- Prepare and provide a newsletter production schedule and distribute to the board of directors.
- Compile content, design, edit and ensure timely distribution of the monthly newsletters to membership. Provide Website Chair with a pdf version of the newsletter to be posted on the chapter website.
- Prepare power point slides of meeting announcements and other information for monthly meetings.
- Add new members to membership contact list monthly.
- Following the annual membership renewal drive, complete an audit of the active member contact list based on a report received from the Membership Chair.
- Provide communication reports to Membership and Website Chairs reflecting feedback received from communications software program (i.e., unsubscribed contacts).
- Prepare and distribute monthly Secretary/Communications report in advance of the board of directors meeting.
- Prepare and distribute ad hoc communications, as requested by the President or through the board of directors.
- Annually prepare and communicate a notice of board of director elections to active members.
- Formally document the results of the annual election for chapter records.
- 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.