**SECRETARY**

**Position Summary:**

Take minutes of chapter meetings and maintain general correspondence. Maintain chapter records and history. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair.

**Responsible to:**

The members of the chapter

The chapter president

**Requirements:**

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

**Responsibilities:**

* Maintain a record of attendance and prepare the minutes of all directors' meetings and regular chapter meetings.
* Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
* File in the 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.
	+ 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 quarterly board of director’s meetings.

**Resources Available:**

* SHRM supplies the following resources for chapter secretaries… available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
	+ Chapter Position Descriptions
	+ Guide to Maintaining Your Chapter’s History
	+ Secretary’s Guide to Taking Minutes