



SECRETARY

Position Summary:

Maintain chapter records and history.

Responsible to:

The members of the chapter
The chapter president

Responsibilities:

- Reserve facilities for monthly membership meetings and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, projector).
- Communicate with the facilities regarding monthly meeting arrangements, reserve rooms and call to confirm monthly registration numbers.
- Plan meals and refreshments within budget for all functions.
- Maintain a record of attendance and take minutes of all Board meetings and distribute to Board.
- Distribute all necessary annual election information to the membership.
- File in the Chapter Permanent Records:
 - 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 minutes of all board of directors and membership meetings
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation and more

General Board Responsibilities:

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- 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**:

- *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