

Chapter Secretary Winona Area SHRM

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
The chapter Board of Directors

Term of Office:

The term for this position is January 1st through December 31st. Consecutive term may be held with no term limit.

Requirements:

Chapter member in good standing. Must be a national member of SHRM for the entire term of office.

Responsibilities:

1. Develops newsletter after each monthly meeting to all Chapter members including information on the next monthly meeting.
2. Orders and maintains the supply of Chapter stationery and envelopes. All stationery must follow national SHRM guidelines for usage of the HR logo.
3. Orders miscellaneous gifts as agreed to by Chapter members, i.e.: retirement gifts.
4. Takes minutes at board meetings and distributes minutes to all board member.
5. Reminds board members of meeting dates and coordinates agenda for board meetings.
6. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
7. Represent the chapter in the human resources community.

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