

Role Description

Secretary

Position Summary:

The Secretary is responsible for taking minutes of Board Meetings, providing notice of Board Meetings, and any Board Correspondence.

Responsible To:

The members of the Chapter
The Chapter President

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.

Responsibilities:

- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- Upon the advice of the President, the Secretary should issue notice and communication of Board Meetings. After consultation with the President, the Secretary should prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all Board Meetings and distribute minutes to attendees.
- Keep an up to date roster of names and addresses of Board Members.
- Transmit all necessary annual election information to the membership and update SHRM by completing the online Chapter Leadership Information Form (CLIF).
- 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 and committee members.
 - Copies of all chapter publications.
 - Approved and signed minutes of all Board meetings.
 - Chapter Charter.
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation.
- Support Conference initiatives, including participation on planning committee.
- Upon completion of the position's term, assist the incoming Secretary to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.