

**LOWER COLUMBIA HUMAN RESOURCES MANAGEMENT ASSOCIATION
CHAPTER SECRETARY**

Position Summary:

Take minutes of chapter meetings and maintain chapter records and history.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Maintain a record of attendance and prepare the minutes of officers' and directors' meetings and regular chapter meetings. Send minutes to president for review within one week of meeting date.
- Distribute meeting minutes to the membership, district director, state director, and SHRM Regional Team.
- File personnel information, job opportunity letters, and other pertinent information.
- File in the Chapter Administration Guide or other permanent record:
 - Original chapter bylaws and dated copies of each amendment to the original bylaws.
 - A list of current officers, committee members, and general membership.
 - Copies of chapter publications.
 - Approved and signed minutes of Board of Directors and membership meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Secretaries
 - Chapter Chatter Guidelines
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>