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|  | **Leader Position Description**  **Secretary** |

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| **Position Summary** |  |

Take minutes of chapter meetings – board and membership meetings. Maintain chapter records and history.

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| **Responsible To** |  |

The Chapter President

The members of the chapter

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| **Responsibilities** |  |

* Maintain a record of attendance and prepare the minutes of all Board of Director’s meetings
* Take and prepare minutes of all regular chapter membership meetings.
* File in the permanent chapter records:
  + Original chapter bylaws and dated copies of each amendment to those bylaws.
  + Copies of all chapter publications (membership drives, meeting announcements, conference flyers, etc.)
  + Approved minutes of all 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 all monthly membership and Board meetings.

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| **Resources** |  |

<http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/CHAPRadmin.aspx>