



Seattle SHRM Secretary

Volunteer Role

Function:

The Secretary plays a vital role in the governance and smooth functioning of the Chapter. The role ensures that the Chapter's governance, documentation and compliance are maintained in line with Chapter's laws and bylaws.

The role is a key liaison and manages general correspondence with National and State SHRM associations. Maintains chapter records and history. The Secretary's work supports transparency, accountability and effective communication between board and internal/external stakeholders.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- **Governance & Compliance:**
 - Maintain and update the Chapter's bylaws, policies and governance documents.
 - Keep accurate and up-to-date records of board members, terms and contact details.
- **Board & Meeting Management: (may assume direct management of these functions over time as the Chapter's internal capacity expands)**
 - Secretary *coordinates* meetings and materials in partnership with the Chapter President and Executive Director
 - Plan and organize board meetings (scheduling, agendas, materials, logistics)
 - Record and distribute minutes of board meetings.
 - Ensure that decisions and actions from meetings are documented and followed up.
 - Verify that board meetings meet quorum and procedural requirements.
 - Record keeping & documentation related responsibilities
- **Communication & Coordination**
 - Serve as a key contact to Executive Director and serve as primary back up for board meeting administration
 - Receive communications from SHRM national and Washington State SHRM and forward them to Executive Director to ensure timely dissemination to members.

- Keep an up-to-date roster of names and contact information of all BOD members. If addresses are changed the Secretary should notify SHRM headquarters.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- Work with the Executive Director to 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, committee members, and general membership.
 - Copies of all chapter publications.
 - Approved and signed minutes of all board of directors and membership meetings.
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- 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 chapter and board of directors' meetings.
- Ensure Drop box files are purged, saving current year + two years history only
- Ensure Board Position Descriptions and Board Transition documents are up to date – work with board to update each Fall for outgoing/incoming board members
- Coordinate gifts for end of year board thank you event

Resources Available:

- SHRM supplies the following resources for chapter co-secretaries
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - Fundamentals of Chapter Operations
- National SHRM Volunteer Leader Center
 - www.shrm.org/vlrc