



## Secretary Position Description

### Summary:

- Prepares the formal record of all chapter meetings, including board of directors' roster, regular, special meeting minutes, and member voting record. Maintains the official documentation of the chapter, to include signed contracts and insurance certificates. Act as the chapter parliamentarian and historian.

### Reports To/Direct Reports:

- Reports To: President
- Direct Reports: Community Relations Committee Chairperson

### Term of Office:

- Elected by Greater Pensacola SHRM membership for a 1-year term beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.

### Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

### Responsible To:

- GPSHRM members
- GPSHRM President

### Responsibilities:

- Maintain a record of attendance and prepare the minutes of all board of directors' meetings; prepare minutes of regular chapter meetings; maintain voting records; ensure appropriate distribution and approval of same.
- Attend and participate in all monthly membership and board of directors' meetings, if unable to attend, ensure minutes are being documented by a backup member.
- Manage board of directors' electronic voting.
- Serve as the custodian of records and papers; maintain copies of all signed contracts, certificates of insurance, bylaws and other documents or reports in a formal file.
- Create and maintain board of directors' annual calendar.
- Transmit all necessary annual election information to the membership and advise SHRM using the online Chapter Leader Information Form (CLIF).
- Recruit members to serve on assigned committees.
- Oversee the affairs and activities of assigned committees; ensure programmatic goals are met.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.