



Chapter Secretary Job Description

Position Summary:

Take minutes of Chapter and Board meetings. 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 all Officers and Directors' meetings and regular Chapter meetings.
- 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 Letter 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.