



## **Secretary**

### **Primary Purpose:**

Prepares the proceedings of all state council meetings, takes minutes, and maintains the records.

### **Primary Responsibilities:**

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with council meetings and activities.
3. Prepares minutes of council meetings and ensures appropriate distribution including copies to other council members and the SHRM Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Performs other duties as assigned by the state director.

### **Minimum Requirements:**

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than two additional consecutive years.