



## Position Description

### SECRETARY

#### **SUMMARY OF RESPONSIBILITIES:**

Take minutes at EHRA Board of Directors meetings, type and distribute minutes. Coordinate archival storage of chapter records annually.

#### **TIME COMMITMENT:**

Attend the monthly board meetings and chapter meetings (four hours per month). Prepare and distribute meeting minutes (up to four hours per month).

#### **SPECIFIC DUTIES:**

1. Takes minutes at Board meetings; type and distribute minutes to board members. Provide edited version for posting on website to chapter members.
2. Mails or emails minutes and Treasurer's Report to board members not in attendance at board meetings.
3. Maintains Board Book; updating it each month with board minutes, newsletters, treasurer's reports, Chapter Achievement Plan, audit report, directory, check registers and other documentation to be maintained in EHRA archives. Submit to Kinder Record Management for archival storage annually.
4. Mails or emails minutes to Sandy Boost, Area III Director.
5. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
6. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
7. Attends all board and chapter meetings.
8. Represents the chapter in the human resources community.

#### **ARCHIVAL STORAGE INFORMATION:**

Kinder Records Management 423-3325; Container #128157