

BNHRC Position Description SECRETARY

Position Summary:

Take minutes of Board of Directors meetings and provide notice of meetings and general correspondence to Board members. Provide minutes to chapter members. Maintain chapter records and history.

Responsible To:

- The members of the chapter
- The chapter President

Responsibilities:

- Upon the advice of the President, the Secretary issues notice of Board of Directors' meetings. After consultation with the President, the Secretary prepares copies of the agenda for such meetings.
- Maintains a record of attendance for Board meetings and prepares the minutes of all Board of Directors meetings.
- Provides approved and signed minutes of all Board meetings to be archived electronically on the chapter website.
- Maintains position descriptions that outline the responsibilities of each member of the Board of Directors and distributes to the Board. *The position descriptions are subject to change as deemed necessary by the President and/or the Board.*
- If chapter engages paid staff, files all personnel information, job opportunity letters, and other pertinent information.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attends and participates in monthly Board and chapter meetings.
- Represents the chapter in the Human Resources community.

Revised 10/11/2023