

HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA SECRETARY

Position Overview

The Secretary serves as an elected member of the Chapter Board and serves as official record keeper for the organization.

Duties and Responsibilities

1. Complies and distributes Board meetings minutes and ensures timely posting on web site.
2. Transmits all necessary annual election information to the membership and communicates results to SHRM headquarters. Maintains record of Board Members' tenure for use of Nominating Committee. Ensures President includes succession planning annually in Board meeting agenda and Chapter meeting agenda.
3. Through the secretarial support staff, files the following for historical purposes or for future reference:
 - (a) Original Chapter Bylaws and dated copies of each amendment to the Bylaws
 - (b) A list of current officers, committee members, and general membership
 - (c) Copies of all Chapter publications
 - (d) Approved minutes of meetings of Board of Directors and membership
 - (e) Board of Directors' Resource Guide
4. Initiates the set-up of monthly Chapter meetings, including registration table, AV equipment and information table prior to the beginning of each new year. Staffs welcome/guest table at chapter meetings and conferences.
5. Maintains Board of Directors' Resource Guide; sends updated contents to Board members.
6. Represents the chapter in the Human Resources community.
7. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
8. Contributes items for Board approval to be included in annual Chapter goals.
9. Attends and participates in Chapter Board meetings & monthly Chapter meetings
10. Responds to requests of the Chapter President as needed.

Requirements

The Secretary must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.