



## SECRETARY

### Job Description

Prepares and distributes the minutes of all Board meetings and other business meetings of the Chapter as determined by the President. The Secretary is also responsible for maintaining records of the following: original Chapter bylaws and dated copies of each amendment to those bylaws, list of current officers, committee members and general membership, copies of Chapter newsletters, and approved minutes of all Board of Director meetings.

#### General

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- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Preferred: Membership with SHRM.
- Must attend a minimum of 75% of Board meetings (9 meeting).
- Must attend a minimum of 67% of CCHRA events (4 events).

#### Key Responsibilities

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- Maintain a record of Board of Directors attendance, prepare and distribute Board Meeting Minutes and prepare documentation for all CCHRA programs and events.
- Maintain original chapter documents to include but not limited to Chapter Bylaws and dated copies of each amendment to By Laws; the SHAPE Initiative goals for each years; a list of current officers; signed minutes of all Board of Directors meetings; and all documents and minutes of membership meetings.
- Maintain permanent records of the following documents:
  - Organizational Chapter Bylaws and dated copies of each amendment to same.
  - A list of current officers, committee members and general membership
  - Copies of all Chapter Publications including but not limited to Chapter Newsletters, documents for initiatives and special events, scholarship information, an others as appropriate.
  - Approved and signed minutes of all Board of Directors and Membership meetings.
  - Records of all CCHRA Members including contact information. A copy will be submitted to SHRM on an annual basis.

- Coordinate with Web Master to ensure all appropriate documents are submitted and uploaded to Association web page including by not limited to Current By Laws, Board of Directors Job Descriptions, and Chapter Newsletter.