

## **SECRETARY**

### **Function**

Take minutes of chapter meetings and provide notice of meetings. Maintain chapter records and history.

### **Responsibilities**

1. Maintain a record of attendance and prepare the minutes of all Board of Directors' meetings and select chapter meetings.
2. Keep an up-to-date roster of names and addresses of all chapter members for email communication.
3. Distribute to the membership all meeting announcements, newsletters, and other information. Send special event notices to the Indiana State Council District Director.
4. Transmit all necessary annual election information to the membership.
5. Collect mail from post office box, open, and distribute all EIHRA mail on a weekly basis. A list of membership checks and applications received through the mail should be sent to the Membership Director. Scan the monthly bank statement and financials (including Monthly and Year-to-Date Balance Sheets, Profit & Loss Statement) and send to the President and Treasurer; distribute originals to Treasurer at monthly Board of Directors meeting.
6. Notify local radio stations of meeting cancellations due to inclement weather.
7. Keep an electronic and paper file of all Chapter permanent historical documents and records:
  - a. Those original chapter bylaws and dated copies of each amendment to those bylaws.
  - b. A list of current officers, committee members, and general membership.
  - c. Copies of all chapter publications.
  - d. Approved minutes of all Board of Directors and membership meetings.
  - e. Approved financials.
  - f. Other documents entered into record at Board of Directors meetings.
8. Attend 75% of Chapter and Board of Directors meetings.
9. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
10. Participate in the development of short-term and long-term strategic planning for the chapter.
11. Represent the chapter in the Human Resources community.
12. Complete other assignments as requested by the President or the Board of Directors.

### **Requirements**

Chapter member in good standing

### **Term**

Two years and three months

07-15-03; 01-01-04; 02/06/04

Revised 02/01/05; 01/2009