

SECRETARY

Position Summary:

Take minutes of chapter meetings and provide notice of meetings. Maintain chapter records and history. Serves as a voting member of the Board of Directors.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and Board of Directors' meetings. After consultation with the president, the secretary could prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Archive all pertinent information related chapter and board activity including:
 - Current bylaws and all amendments
 - Charter
 - Board contact information
 - Committee contact information
 - Copies of all publicized PAHRA activity
 - Copies of all chapter publications.
 - Approved and signed minutes of all board of director meetings
- Responsible for sending updates and ensuring accuracy of information on the PAHRA website.
 - Coordinate all web activities with webmaster
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 4 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.