

Virginia SHRM State Council

Secretary

Position Summary:

Prepare the proceedings of all state council meetings, take minutes, and maintain the records.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Ensure records accurately reflect business matters and prepare reports associated with council meetings and activities.
- Prepare minutes of council meetings and ensure appropriate distribution including copies to other council members and the SHRM Regional Team.
- Recommend new policies and procedures to increase organizational effectiveness.
- Perform other duties as assigned by the state council president.

Requirements:

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a two year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term.