



Secretary

Position Summary:

Prepare the proceedings of all State Council meetings, take minutes, assist with Council communications, and maintain HR Virginia's State Council records.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Serve as a member of the State Council Executive Committee.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Responsible for submitting SHRM's SCLIF by the required deadline; responsible for submitting any changes in State Council Leadership throughout the year.
- Responsible for ordering name badges for all Core Leaders and Functional Directors of the State Council.
- Take/track attendance at all State Council meetings; in-person meetings require a sign-in sheet, at virtual meetings the chat must be downloaded.
- Ensure records accurately reflect business matters and prepare reports associated with Council meetings and activities, including notes from Executive Committee meetings.
- Attend State Council meetings and prepares minutes of council meetings. Ensure minutes are posted to OnBoard and submitted for Council approval within one week of the meeting.
- Take notes at Executive Team meetings and post in OnBoard within one week of the meeting.
- Maintain and update State Council Annual Calendar (print version) in OnBoard. Inform the Technology Director of calendar dates for posting on website.
- Maintain State Council documents in OnBoard. Responsible for updating documents after changes are approved by the Executive Team. Documents include:

- Position Descriptions
 - Financial Guidelines
 - State Council Handbook
 - State Council Annual Calendar
 - Other documents as assigned by the President.
- Assist, as needed, in preparation and distribution of meeting announcements/ eblasts/ etc.
- Recommend new policies and procedures to increase organizational effectiveness.
- The Secretary may not serve on any other board or State Council.
- Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council President.

Requirements:

- Must be a SHRM member in good standing. SHRM and/or HRCI 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.