



Secretary

Position Summary:

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

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all council meetings.
- 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.
- Attend/track attendance at all State Council meetings. In-person meetings require a sign-in sheet, and 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 prepare 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 the State Council Annual Calendar (print version) in OnBoard. Inform the Technology Director of calendar dates for posting on the website.
- Maintain State Council documents in OnBoard. Responsible for updating documents after the Executive Team approves changes. Documents include:

- Position Descriptions – this includes revising based on SHRM’s position descriptions on the VLRC before the end of Q2, forwarding to the incumbent for input, and sending to State Director for approval before the month of July.
 - Financial Guidelines
 - State Council Handbook
 - State Council Annual Calendar
 - Other documents assigned by the Director.
- Assist, as needed, in preparing and distributing meeting announcements/eblasts/etc.
 - Maintain all Council-related email addresses and distribution lists.
 - Responsible for Board Management Software program including user management and training.
 - 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 quarterly (at minimum). Attending Chapter and/or Board meetings throughout the term of service is encouraged.
 - Perform other duties as assigned by the State Council Director.

Requirements:

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