



## **VOLUNTEER POSITION DESCRIPTION**

### **Secretary**

The Secretary is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by recording all Executive Committee meeting minutes and membership vote activities.

#### **RESPONSIBLE TO**

The members of BV-SHRM  
The President of BV-SHRM  
The local communities within the Brazos Valley

#### **RESPONSIBILITIES**

- Records action items and discussion decisions at monthly Board and Executive Committee meetings.
- Records action items and discussion decisions at annual Board and Executive Committee planning sessions.
- Distributes minutes after the meeting via email.
- Updates the Constitution and By-laws when necessary for draft presentation to membership vote. Updates once final membership approval is received.
- Maintains electronic storage of past meeting minutes, Constitution and By-laws and any other recorded activity.

#### **REQUIREMENTS**

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

#### **ESTIMATION OF VOLUNTEER HOURS**

- 5.5 hours per month
  - 2.0 hours for monthly BV-SHRM luncheon.
  - 1.5 hour for monthly executive board meeting.
  - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
  - 1.0 hours writing and distributing minutes
- ½ Day Executive Committee Planning Session in January annually.