



SECRETARY

Position Summary:

Take minutes of both in person and virtual chapter board meetings and executive committee meetings. Ensure minutes are available within 72 hours of each meeting.

Reports to:

The chapter members and the Austin SHRM board of directors.

Responsibilities:

- Maintain a record of attendance and prepare the minutes of all in person and virtual board of directors' meetings.
- Distribute to the membership all meeting announcements, newsletters, and other information.
- Assist with drafting communications on local or national SHRM updates/news to be promoted in our weekly e-blasts and share with the Austin SHRM office for distribution.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Assist at on-site events with registration, check-in, etc when needed.
- Represent the chapter in the human resources community.
- Attend all monthly membership, board of directors', and executive committee meetings.

This is a developing position and responsibilities are subject to change.