Association for Human Resource Management
Position Description

Secretary

POSITION PURPOSE
To maintain and coordinate written history and administrative member services of AHRM. Position reports to Chapter President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*

- Record and distribute board meeting minutes. Submit minutes to board members within a week after the board meeting.
- Record and distribute minutes of strategic planning session.
- Coordinate reservation and registration for monthly meetings. Communicate with facility regarding menu selection, A/V needs, room set-up, special request items, and final attendee numbers.
- Develop rosters and nametags for each meeting.
- Occupy registration table at monthly meetings. Ensure member and guest payments are received, issue receipts, and answer questions. Update meeting attendance in starchapter within 24 hours of meeting.
- Track status of attendees for historical and audit purposes.
- Secure facility for monthly meetings by September for the following year.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION

- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President
- Participation in various AHRM events and activities as needed

QUALIFICATIONS

General Experience/Background

- Must have active individual membership in the Society for Human Resource Management (SHRM)
- Human Resource certification preferred (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills

- Proficient computer knowledge, including Microsoft Office products.
- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization.