

## Secretary

### Position Description

Updated: October 2024

**Function:** Prepares the proceedings of all State Council meetings, takes minutes, and maintains records.

**Responsible To:** The State Director

#### Responsibilities:

1. Serves as a voting member of the State Council and is responsible for attending and participating in all meetings of the Council.
2. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with Council meetings and activities.
3. Prepares minutes of Council meetings and ensures appropriate distribution including copies to other Council members and the SHRM North Central Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Reviews the State Council's record keeping policies and procedures. Recommends or implements changes as indicated for compliance and to protect the Council.
6. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Assists with social media and communications for the conference.
  - b. Serves on another conference committee/s as assigned.
7. Monitors the State Council's email ([hrcouncil@ndshrm.com](mailto:hrcouncil@ndshrm.com)) along with the State Director, Director-Elect and/or Past State Director to ensure inquiries are responded to in a timely manner (typically 24-48 hours).
8. Performs other duties as assigned by the State Director.

#### Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone, virtually or in person.
3. Serves a two-year term beginning the first day of January in year one of the term and ending the last day of December in year two of the term.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

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Signature

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Date