

SHRM Olympia Chapter

Position Description: Secretary

Reports To

Chapter President

Estimated Monthly Commitment

10-20 hours/month

Voting Status

Voting Member

Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

Position Purpose

The Secretary ensures smooth communication, documentation, and record-keeping for the SHRM Olympia Chapter. This role is critical for Board accountability, transparency, and operational consistency. The Secretary manages meeting minutes, chapter records, digital archives, Board correspondence, and meeting scheduling coordination.

Core Responsibilities

Meeting Management:

- Coordinate Board meeting logistics and send calendar invites
- Prepare and distribute meeting agendas (in coordination with the President)
- Record and distribute accurate minutes from all Board and Annual Member meetings

Documentation & Records:

- Maintain official Chapter documents in shared drive (e.g., bylaws, business plan, P&P, archives)
- Archive historical records to ensure continuity
- Track Board attendance and participation in relation to bylaws

Communication & Coordination:

- Manage Board contact lists, folders, and communication tools
- Assist with coordinating surveys or ballots (if not managed by Tech Director)
- Ensure internal materials are up to date, organized, and easily accessible
- Attend virtual SHRM (position related) updates and/or webinars/meetings when available through the year (see VLRC for yearly schedules)
- Coordinate with the WA State SHRM Council and/or other WA SHRM Chapter (position related) Directors

Support Functions:

- Support President with meeting preparation and follow-up
- Serve as default timekeeper and procedural advisor during meetings (e.g., motions, votes)
- Report and verify vote results when electronic voting occurs

Annual Goals

- Provide 100% meeting minute submission within 7 days of each Board meeting
- Ensure current-year Board documents are organized and complete
- Support creation and archive of Annual Member Meeting documentation (i.e. Basecamp)
- Track and communicate any attendance issues or required follow-up
- Coordinate access and permission updates to the shared drive

Deliverables & Timelines

January:

- Set calendar invites for monthly meetings and major events
- Organize annual folder structure in shared drive

Monthly:

- Send agenda and prep emails 3–5 days prior to meetings
- Record, format, and distribute minutes within 1 week
- Track Board attendance and any quorum concerns

October:

- Assist with documentation for Board planning, elections, and strategic planning review

November:

- Record and archive Annual Meeting minutes
- Update records for incoming and outgoing Board members

Year-Round:

- Maintain active and accessible record of all key Chapter documents

Required Skills & Qualifications

This role requires attention to detail, organizational efficiency, and communication consistency.

Key qualifications include:

- Strong writing and editing skills
- Proficiency with digital tools (Google Workspace, Zoom, online drives, basic survey tools, etc.)
- Ability to manage time and information with discretion
- Strong organizational habits and document formatting experience
- Understanding of nonprofit meeting standards and voting procedures (or willingness to learn)
- SHRM National member in good standing for the duration of the term

Term Length & Succession

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Supports onboarding of successor if applicable

Collaboration & Liaison Areas

- Works closely with the President, Treasurer, and Tech Director
- Coordinates with Board members to maintain Board-wide communications
- May liaise with SHRM National on governance documents if needed

Perks of Serving

- \$300 annual professional development reimbursement
- Develop governance, documentation, and nonprofit experience
- Resume-building board experience in procedural and compliance support
- Visibility and voice in shaping Chapter communication structure and continuity
- Invitation to the annual Board Holiday Gathering, with the full meal expense covered by the Chapter as a gesture of appreciation for volunteer service

This Role Supports SHRM Olympia's Mission By

Providing the documentation, coordination, and procedural structure that enables the Chapter to function effectively, transparently, and sustainably.