



Secretary

Position Overview:

Responsible taking minutes at Board meetings, provide notice of meetings and overall general correspondence. Maintains the chapter's records and history.

Essential Functions:

- Responsible for issuing notice of officer and board meetings. Prepares copies of the agenda for all meetings.
- Maintains a record of attendance and prepares the minutes in all meetings.
- Prepares and distributes the newsletter to our members.
- Represents the Chapter in the community.
- Participates in the development and implementation of short-term and long-term strategic planning for the organization.

Position Requirements:

- Be an active member of HRNNI in good standing for a minimum of 1 years prior to the election.
- Must be in an active Human Resource Role.
- Must be able to commit to 7 or more hours per month.
- Attend 80% of the monthly membership and board of directors' meetings.