

Human Resource Network of North Idaho

Board Member Duties

SECRETARY

Position Summary:

Take minutes of organization meetings; provide notice of meetings and general correspondence. Maintain organization records and history.

Responsible To:

- The members of the organization
- The organization president

Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings. After consultation with the president, the secretary should prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings.
- Distribute to the membership all meeting announcements, newsletters, and other information.
- Participate in the development and implementation of short-term and long-term strategic planning for the organization.
- Represent the organization in the human resources community.
- Attend all monthly membership and board of directors meetings.

Time Commitment:

Approximately/Average 6 hours per month