

Position Summary:

Take minutes of Chapter board meetings. Provides copies of the minutes for approval to all board members.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members

Responsibilities:

- Takes minutes at the Chapter board meetings and emails to President for review prior to sending to board members.
- Provides copies of the minutes for final approval to all board members 24 hours in advance of board meeting.
- Welcome and checks in all chapter members and guests to events.
- Serves as Chair or concedes to another board member with interest to be the Chair for the Annual HR Conference Committee.
- Participates in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Orders name tags for board members annually/as needed to be received by first Chapter meeting in January.
- Uploads meeting minutes and any other reports to BaseCamp monthly.
- Assist other board members with special projects or as needed with basic tasks.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - SHRM Leader's Guide
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAU/chapter-resources>