

**LANCASTER COUNTY ASSOCIATION for HUMAN RESOURCE MANAGEMENT  
(Affiliated Chapter of the Society for Human Resource Management)**

**SECRETARY – Board of Directors**

**Function:**

Serve as an Officer of the Board of Directors for the Association and maintain accurate records of any business conducted by the Board of Directors. Coordinate efforts of and provide direction to contract administrative support as needed for administrative activities.

**Responsible to:**

President – Board of Directors

**Responsibilities:**

1. Attend and participate in all scheduled and special Board and Association meetings.
2. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
3. Assist the Board of Directors by staying "in tune" with members of the Association, offering feedback, acting as a "sounding Board," helping out on special projects, etc.
4. Prepare an official record (hard copy and computer file) of the proceedings of all meetings of the Board and any other business meetings of the Association.
5. Distribute official record of business via email to all members of the Board of Directors prior to the following board meeting.
6. Collect/solicit agenda items for monthly Board meetings and prepare and distribute to Board via email prior to meeting.
7. File annual statement of nonprofit status with Pennsylvania Department of State.
8. Perform such other duties as the President or the Board may assign.

**Performance Expectations:**

1. In order to insure a quorum is present at Board meetings and that business can be conducted, Board members will attend all Board meetings. When this is not possible they will contact the Secretary in advance of the meeting. If the Secretary is not available, the Board member should contact the President of the Board.
2. Failure to attend Board meetings on a consistent basis (regardless of notification) may impact continued service on the Board.
3. Committee participation is strongly encouraged for all Officers.
4. Active participation in discussions at Board meetings and special Board meetings.
5. Represent the Association in a positive manner at meetings and other events.

**Estimated Time Requirements:**

2 hours each month, January-June and September-December, for breakfast meetings.

2 hours each month, January-July and September-December, for Board meetings.

1 hour each month to prepare minutes, agendas and disseminate to Board.

An additional 8 hours per term for strategic planning.

Committee involvement as necessary.