



Ohio SHRM State Council Secretary

Function:

Prepares the proceedings of all state council meetings, takes minutes, and maintains the records.

Responsible To:

- The State Council Director

Responsibilities:

1. Serves as a voting member of the state council and a member of the executive board and is expected to attend and participate in all meetings of the council.
2. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with council meetings and activities.
3. Prepares minutes of council meetings and ensures appropriate distribution including copies to other council members and the SHRM Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Is a sitting member of the State Conference Committee and participates fully in planning and execution of the conference.
6. Manages the logistics of the state council meetings and conference committee meetings, including registration links, lodging, meeting space, food and communicates to the state council in a proactive timeframe.
7. Performs other duties as assigned by the state director.

Requirements:

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a two-year term that mirrors the state director term, beginning the first day of January and ending the last day of December. May be re-elected for one additional two-year term.