

Northeast Wisconsin Payroll Chapter

Job Title: Secretary	Term Commitment: One Year
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Position Overview

This is an Officer position that is responsible to record the meeting minutes at both the monthly Chapter meetings and all Board meetings.

Essential Job Functions

- Record minutes for all monthly Chapter meetings and scheduled Board meetings and send to Website Coordinator to post on the website for all members to view
- Create and hand out RCH certificates at the monthly meetings or via email after the meeting
- Run monthly Chapter meetings if the President and Vice President are unavailable
- Keep a copy of the completed member sign in sheet for each meeting
- Assist with securing monthly meeting speakers, topics and locations
- Be active in Chapter member mentoring
- Update attendance list from each meeting
- Provide names for attendance drawings to Chapter Coordinator

Chapter Monthly Meeting Job Functions

- Take notes
- Prepare and distribute certificates at each meeting
- Provide copies or record of prior meeting minutes for all attendees to be approved at next monthly meeting
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly chapter meetings
- Attend scheduled board meetings
- Be a member of the local chapter in good standing
- Be a member of National PAYO in good standing

Other Skills/Abilities

- FPC or CPP preferred
- Must be proficient in Word and Excel

Time Commitment

- RCH certificates generation – 60 minutes per meeting
- Typing up meeting notes – 1 hour per meeting
- Updating the attendance list – 15 minutes per meeting

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.