

ADMINISTRATION/SECRETARY

DESCRIPTION:

Elected volunteer responsible for preparing, maintaining, recording and circulating all records, correspondence, meeting minutes (both board meetings and membership meetings), and related affairs of the chapter.

RESPONSIBILITIES:

1. Assure safekeeping of all governing documents (member-ratified bylaws, articles of incorporation/registration, charter agreement, board policies, committee charters, list of chapter's fixed assets, contractual agreements, and all other non-financial records for the chapter).
2. Coordinate and schedule monthly board meetings.
3. Coordinate and distribute meeting agendas.
4. Keep the records, including action items, of all business meetings of the chapter and meetings of the board.
5. Maintain all meeting minutes, with documentation in accordance with parliamentary procedures as determined by the board.
6. Coordinate the Annual Meeting notification to all members. Notice of all annual meetings shall be sent at least 30 – 45 days in advance of the meeting as outlined in the chapter's bylaws. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.
7. Coordinate with the board to develop the annual report.
8. Provide records to members and outside organizations that request information if appropriate and upon approval and request of the board, excluding personally identifiable records.
9. Provide governance and compliance notifications to the membership, directors, auditors, and members of committees as needed (i.e., elections, annual meeting, bylaws ratification).
10. Coordinate distribution of all general correspondence.
11. Provide support for membership communication.
12. Oversee coordination of printed materials (logo items, business cards, etc.).
13. Collate an annual plan deliverable from each chapter leader and develop an annual plan matrix as defined by the Catalog of Core Services, track progress of the agreed deliverables and report status updates to the board and PMI.
14. Ensure chapter policies and public documents are written using inclusive language (or work with respective board members to ensure the language used is inclusive).
15. Ensure all chapter documents are saved in a shared location as determined by the board.
16. Develop and implement succession and transition plan for the role.
17. Responsible for overseeing the chapter repository and associated board files (getting the licensing of electronic tools, managing access and keeping track of document inventory).

BUSINESS ACUMEN SKILLS:

- Ability to record minutes
- Knowledge of chapter bylaws and pmi policies
- Knowledge of parliamentary meeting procedures
- Knowledge of pmi bylaws and policies
- Knowledge of records retention requirements
- Meeting coordination

POWER SKILLS:

- Excellent writing
- Time management
- Facilitation

**Required role that all chapters must have per PMI chapter bylaws*