**Chapter Secretary Handbook**

***Position***

Records all actions of the Chapter board and membership and prepares meeting minutes. Maintains extranet site, which contains the permanent records of the Chapter. Oversees Board of Directors elections and member surveys.

***Responsibilities***

* Attend all regular and special meetings of the Chapter Board of Directors, and notify the president if unable to attend so that an interim secretary can be assigned.
* Ensure that an annual (minimum) member survey is conducted.
* Arrange for conducting Board of Directors meetings, whether held in person or by conference call.
* Record, prepare, and distribute the minutes via email in a timely fashion.
* Create, maintain, and archive electronic records containing notices, agendas, and related materials, in addition to the signed and approved minutes to extranet sites.
* Confirm Board of Directors candidates are eligible to run for office (current member in good standing for at least one year), prepares slate for election, and communicates results to the Board of Directors. Prepares ballots.

***Qualifications***

* Must be a current member of HIMSS in good standing for the past year.
* Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

***Annual Checklist***

***Checklist is recommendation and should be edited to align with specific chapter programming***

* Q1 - July, August, September
  + Confirm new board list was shared with HIMSS staff
  + Add new annual documents (minutes, annual plan) to document repository
  + Distribute minutes after meetings
* Q2 - October, November, December
  + Distribute minutes after meetings
* Q3 - January, February, March
  + Distribute minutes after meetings
* Q4 - April, May, June
  + Distribute minutes after meetings
  + Prepare election materials for nomination period and voting
  + Send election results to HIMSS staff

***Accountability Reporting Components***

* Submit Board List to [chapters@himss.org](mailto:chapters@himss.org) prior to July 1
* Upload meeting minutes to the Administrative Accountability Report

***Position Resources***

* [Elections and Board Transition](http://clra.himsschapter.org/elections-board-transition): review sample communications, listen to overview recordings, and access board retreat templates