

Secretary

The Secretary schedules and communicates with the Board regarding the time, date, and place of monthly Board meetings, records the official decisions and actions of the Board during those meetings, and produces meeting minutes after all meetings within two weeks. The Secretary helps to capture content at Chapter events, for posting to the chapter website along with Board meeting minutes. The Secretary notifies the national office of the time, date, and place of chapter events to facilitate events being listed on the national CUPA website. The Secretary assists in developing email communication to members and coordinates dissemination through the national chapter membership database. The Secretary is also responsible for overseeing and managing the chapter's shared online document management system and ensuring that agenda materials are distributed prior to meetings and events. This position has a **two-year** term. Additionally, to be eligible for this role incumbents must currently be in a role within Higher Education Human Resources. The estimated time commitment for this role is 3-5 hours per month. **Candidates must be from a national CUPA member institution.**

