

MEMBERSHIP DIRECTOR

Position Summary:

Manage the membership function to successfully achieve an increase in Chapter membership. Manage the upkeep of the Chapter's membership database to produce an annual membership roster or directory. Welcome and provide local Chapter and SHRM orientation information for new members or guests.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President
State Council Membership & At-Large Director

Responsibilities:

- Maintain a record of attendance of regular Chapter meetings.
- Keep an up-to-date roster of names and addresses of all Chapter members. *If street addresses are changed, the membership director should notify SHRM headquarters.*
- Notify President, Newsletter Director and/or other appropriate board members of any changes in member email addresses.
- Chair the telephone committee, organizing members to call other members, informing them about meetings, speakers, events, changes, etc.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt. Be sure Chapter Designation form has been completed and sent to SHRM for all applications and at-large members when appropriate.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Coordinate activities and committees related to the annual printing of the membership directory for distribution in January (either on website or in print form), when applicable. If in print form, sell ads as necessary to help cover the costs of printing.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan prospective member events.
- Contact all new members by mail, email, or in person and welcome them to Chapter monthly. Act as contact person for new members and make greeter committee and/or Board of Directors aware of new members monthly.
- Notify the Newsletter Director of all new members and/or guests that wish to receive the newsletter. Provide the information and email address to the Newsletter Chair, Community Relations Director and President (and any other board members that maintain the email list for the position responsibilities).
- Obtain quarterly lists of At-Large members (SHRM members who are not members of any Chapter) in your area from your SHRM Regional Team. Use those lists to invite At-Large members to your Chapter events and request a Chapter Designation form be completed to designate local Chapter for membership.
- Welcome and provide local Chapter and SHRM orientation information for new members or guests. Create and implement new member orientations as needed.

MEMBERSHIP DIRECTOR

Page 2

- Provide opportunities to present the PowerPoint presentation for new member orientation. Update the presentation as needed.
- Attend monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Complete other assignments as requested by the President or the Board of Directors.
- Check with members whose email addresses no longer work to obtain their updated information and make President and Newsletter Director aware of new email address.
- Put notice in each Chapter newsletter that members should contact you to update any changes to their contact information.
- Participate in the development and implementation of strategic short-term and long-term planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.

Requirements:

Must be an SHRM member in good standing.

Resources Available:

- SHRM supplies the following resources for Chapter Membership/At-Large Directors
 - At-Large Initiative
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR Professionals
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>