

Membership Director

Function

Manage the membership function to successfully achieve an increase in the local chapter and SHRM membership.

Responsibilities:

1. Recruit members to serve on a Membership Committee. Direct and support the activities of the Membership Committee. Coordinate their activities to support the chapter's mission.
2. Compile applicants' data on a Membership Roster and keep up-to-date adding new membership information as received. Present the Membership Roster to the Board of Directors at each month's meeting.
3. Track membership and meeting data per month for each year. Record the EIHRA Metrics and provide monthly at the Board of Directors Meetings.
4. Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
5. Bring a motion before the Board of Directors to vote on all new membership applicants or applicants that were not members the previous year.
6. Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
7. Maintain supplies of membership materials: applications, informational brochures, etc.
8. Carry out ad hoc assignments of President (e.g. membership promotion, recommendation of membership criteria, changes, etc.)
9. Compile prospective member packet in cooperation with the Marketing & Public Relations Director.
10. Plan prospective member and new member events and recognition.
11. Obtain quarterly lists of At-Large members (SHRM members who are not members of any chapter) in the area from the SHRM Regional Team. Use the lists to invite At-Large members to chapter meetings, events and to become chapter members.
12. Compile a membership kit/packet to welcome new members to the Association in cooperation with the Marketing & Public Relations Director.
13. Recognize new members at each Chapter meeting.
14. Promote SHRM and SHRM Membership to members.
15. Serve on various Chapter event committees, as needed.
16. Attend 75% of Chapter and Board of Directors meetings.
17. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
18. Participate in the development of short-term and long-term strategic planning for the chapter.
19. Represent the chapter in the Human Resources community.
20. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing.

Term

Two years and three months

07-15-03; 01-01-04; 02-01-02

Revised 02-20-2009