

## JOB DESCRIPTION

<b>Position title:</b>	<b>Membership Director</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Board Member, Chapter</b>	<b>Term:</b>	<b>2 years</b>

### Position Summary

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: membership, membership directory, and hospitality. Maintain the chapter's membership database.

#### Responsible To:

- The members of the chapter
- The chapter president
- The State Council Membership Director

### Position Responsibilities

- Regularly present a membership report or update to the chapter president and fellow chapter members.
- Direct and support the activities the membership committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Review and approve membership applications according to the chapter by-laws.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
- Ensure the membership information located in the chapter database is regularly reviewed and kept up-to-date.
- 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.
- Obtain quarterly lists of at-large members (SHRM members who are not members of any chapter) in your area through the online request form. Source those lists to invite at-large members to your chapter events.
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- Put notice in each chapter newsletter that members should contact you to update any changes to their contact information.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Act as a liaison between the board of directors and the committee.
- Performs other related projects as agreed upon.
- Maintain communication with the state council membership director and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Membership Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

#### **Requirements:**

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

#### **Resources Available:**

- SHRM supplies the following resources for chapter Membership/At-large Directors:
  - Auditing Your Chapter Roster
  - Chapter Best Practices
  - Involving Senior HR Professionals
  - Fundamentals of Chapter Operations
  - SHRM Membership Recruitment and Retention Toolkit

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

**Note:** Check for new and updated resources that are continually being developed.