

SVSHRM MEMBERSHIP CHAIR

Position Summary:

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the membership committee. Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

Responsible To:

The members of the chapter
The chapter president
State council membership and at-large director

Responsibilities:

- Direct and support the activities of members of the membership committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Compile applicants' employment data and membership committee's recommendation for status; present to the board of directors at each month's meeting.
- 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.
- 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.
- 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.
- Greet all guests at monthly membership meetings ensure each new member is personally welcomed by the board and introduced at membership meetings. This may include organizing a "buddy system."
- Distribute welcome packets to new members after they are approved for chapter membership each month. Inform new members of orientation meetings, if applicable.
- Ensure up to date name badges are provided at monthly meetings and seminars.
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately.
- Communicate with the treasurer to assure that the roster is marked for whom to bill for "no-show," and to assure that the treasurer can understand the amounts paid at the registration table and what those monies should be applied to (dues, meeting fee, or other).
- Prepare name badges from the registration roster prior to the meeting.

- Deliver any payments made at the door to the treasurer along with a copy of the registration roster.
- Coordinate the hospitality committee and assure that at least two committee members are at each meeting to check in members and guests.
- Attend monthly membership and board of directors meetings.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic 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.

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
 - SHRM Membership Recruitment and Retention Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc