



Job Description

MEMBERSHIP DIRECTOR

SUMMARY:

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

RESPONSIBLE TO:

- A. The members of the chapter
- B. The Chapter President
- C. State Council Membership & At-Large Director

RESPONSIBILITIES:

- A. Collect and maintain applicants' chapter designation forms. .
- B. Respond to requests for information about membership through telephone calls, personal contacts, correspondence and email.
- C. Notify each applicant in writing of membership status; contact applicants from whom more information is needed on the Chapter Designation form.
- D. Maintain supplies of membership materials: applications, informational brochures, etc.
- E. Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- F. Assist in planning prospective member events in conjunction with the Programs Director.
- G. 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.
- H. Input data into the SWHRMA website as necessary for members and mailing list participants. Ensure that the data on the website is accurate and up to date.
- I. Request monthly SHRM/SWHRMA member list from SHRM liaison. Compare to SWHRMA member list. Note and research any discrepancies. Make changes as necessary.
- J. Prepare annual Membership Budget.
- K. Coordinate New Member listing for monthly newsletter.
- L. Prepare and send Thank you cards to New Members.
- M. Participate in turnover of Membership duties at the conclusion of Board term.
- N. Participate in state and national SHRM events as necessary.
- O. Ensure correspondence sent out from SWHRMA to members is current and professional.
- P. Assist in determining Member Recognition programs.
- Q. Attend monthly membership and Board of Directors meetings.
- R. Participate in the development and implementation of strategic short-term and long-term planning for the chapter.

- S. Represent the chapter in the Human Resources community.
- T. 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
- And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>