

MEMBERSHIP CHAIR

Position Summary:

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

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Direct and support the activities of the membership committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on the committee.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence. Discuss the benefits of membership and encourage non-members to join.
- Plan prospective member events and/or projects.
- In conjunction Association Management Company (AMC), contact renewals and expired members.
- Meet and greet members and non members at monthly meetings with the assistance of the committee.
- 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.
- In conjunction with the Hospitality Chair, maintain supplies of membership materials: applications, informational brochures, etc. Contact SHRM to order when SHRM-supplied materials run low.
- 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 roster chairs
 - Chapter Best Practices
 - At-Large Initiative
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - SHRM Membership Recruitment and Retention Toolkit
 - www.shrm.org/vlrc