

MEMBERSHIP DIRECTOR WINONA AREA SHRM

Position Summary:

Manage the membership function to successfully maintain and/or increase the chapter's membership. Maintain the chapter's membership database/roster and online directory. Lead, guide or assist with any membership events, activities, committees, or volunteers.

Responsible To:

- The members of the chapter
- The chapter president
- State Council Membership and at-large Director
- The chapter Board of Directors

Requirements:

- Chapter member in good standing. Must be a national member of SHRM for the entire term of office.

Term of Office:

- The term of office for this position is January 1st through December 31st. Consecutive term may be held with no term limit.

Responsibilities:

- Attend and participate in scheduled chapter and Board of Director meetings.
- Maintain and update the membership directory on the chapter website, as well as the chapter's membership database (Excel). (Enter, delete, or update current or new member information.)
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Plan prospective member events.
- Correspond with chapter members and applicants regarding membership status.
- Manage/covert and SHRM members to become affiliated with the Winona Area SHRM local chapter; corresponding any updates with the SHRM Member Engagement Associate (monthly/quarterly).
- Prepare any required annual, or otherwise, reports or audit reports for SHRM/Member Engagement Associate.
- Participate in the SHRM State Council membership conference calls.
- Put notice in each chapter newsletter that members should contact you to update any changes to their contact information.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter. Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- 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.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Represent the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter membership/at-large directors
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR Professionals
 - Fundamentals of Chapter Operations
 - SHRM Membership Recruitment and Retention Toolkit

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

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