

Membership Director

Position Overview:

This position is responsible for all membership. Membership is a key initiative that needs to be administered. Serve as a resource to the chapter, providing a historical perspective to current issues. It is recommended that the Membership Director is a SHRM member in good standing and SHRM certification is preferred.

Term:

The Membership Director is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Membership duties include: respond to inquiries, oversight of the renewal process, track retention, reaching out to the At Large members, participate in Membership calls (Local and National), reach out to past members to rejoin/renew, and Audit the National membership list.
- Responsible for the New Member orientation. Update the slides, invite emailed to new members and invite to speakers for availability.
- Work with Technology Director to maintain website content relative to position.
- Serves as back up to the Technology Director, as needed.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the Chapter President.