

DIRECTOR of MEMBERSHIP

Position Summary:

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.

Responsibilities:

- Direct and support the activities of chairs and members of the volunteers committee, membership committee, membership directory committee, awards committee, and hospitality committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence
- Notify each prospective member of membership status; contact prospective members from whom more information is needed to evaluate application
- Maintain supplies of membership materials
- Plan prospective member events
- Obtain lists of at-large members, as needed
- Handle all correspondence in relation to SHRM membership
- Attend all membership and board of directors meetings
- Participate in the SHRM 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 professionally in the human resources community