



MEMBERSHIP DIRECTOR



Position Summary:

Manage the membership function to successfully achieve an increase in chapter membership. Serves as voting member of the Board of Directors.

Responsible To:

The members of the chapter
The Chapter President
State Council Membership & At-Large Director

Responsibilities:

- Compile applicants' employment data and Membership Committee's recommendation for status; present to the Board of Directors at each month's meeting or through electronic media.
- Keep an up to date roster of membership to include the following:
 - Name
 - Address
 - Employer
 - Email
 - Phone/Fax#
 - SHRM Certified
- Submit roster to Regional/National SHRM when requested
 - Calculate percentage of membership that is SHRM certified for chapter rebate program
- One point of contact for membership for meeting announcements and other related information.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan prospective member events.
- 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 and send chapter election forms.
- Attends bi-monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term 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.

Requirements:

Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 3 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.

Signature

Date