



## **VP of Membership**

### **Position Summary**

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the membership committee.

### **Responsibilities**

- Direct and support the activities of the membership committee. Coordinate committee activities to support the chapter's mission. Recruit members to serve on this committee.
- Compile applicants' employment data and membership committee's recommendation for status; present to the board of directors at each month's meeting.
- 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 through the online request form. Source those lists to invite at-large members to your chapter events.
- Act as a liaison between the board of directors and committees.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Complete other assignments as requested by the president or the board of directors.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all scheduled chapter meetings.
- Represent the chapter in the human resources community.

### **Responsible To**

- The members of the chapter
- The chapter president
- State council membership and at-large director

### **Resources Available**

SHRM supplies the following resources for chapter exhibitor chairs

- Auditing Your Chapter Roster
- Chapter Best Practices
- Chapter Position Descriptions
- Involving Senior HR Professionals
- Fundamentals of Chapter Operations
- SHRM Membership Recruitment and Retention Toolkit