

Membership Director

Position Summary:

The job of the Membership Director is to lead the chapter's member engagement activities to include membership growth and retention. The position involves leading the chapter's Volunteer Coordinator and membership committee to ensure a robust offering of member events, a growing team of volunteers, and long-term sustainability of the chapter.

Responsible To:

Members of the chapter

Chapter President

State Council Membership Director

Responsibilities:

- Directing and supporting chapter activities related to member networking events, New Member Orientation, Member to Remember recognition, membership renewal efforts, and chapter volunteer relations. Recruit members to serve on committee(s) to support these activities.
- Working with the Chapter Management Professional (CMP) to ensure membership directory is accurate and stays current.
- Establish processes to ensure timely membership renewals and to contact SHRM at-large members to extend invitations to join the chapter.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.