**DIRECTOR OF MEMBERSHIP**

**Function**

Responsible for recruiting new members to the Chapter, along with distributing any correspondence to newly accepted members. The membership director heads the membership committee and the diversity committee. Promote both local Chapter and national SHRM membership as well as conduct membership campaigns. Develop and implement a new member orientation program and form a Membership Committee. Coordinate functions of the membership Chairperson and the Committee.

**Responsible To:** President

**Committee Liaison:** Diversity

**Responsibilities**

• Electronically receive web applications and review new applications for Chapter memberships.

• Answer all questions from potential new members on membership process

• Compile applicants’ employment data and present to the Board electronically for approval and status

• Respond to requests for information about membership through telephone calls, personal contacts and correspondence

• When a request for membership is received, review the application and forward it to the board for approval. If more information is required to evaluate the application, contact the applicant and request the additional information. When the board has approved the membership status (professional, associate, or student), revise the Membership Application Form Letter and forward it to the applicant. Make sure the dues information is accurate. Applications received after November 1 will have their dues credited to the following program year (Jan-Dec)

• When you receive the proper dues, notify the member electronically with website login information.  The dues payment must be submitted after membership is approved by the Board.  Dues must be received before you enter the information into the membership database

• If an application is rejected, develop and send a letter informing the applicant of the Board’s action

• When you receive the dues payment and enter the candidate into the database:

⮚ Forward the check and a receipt of check to the Treasurer

⮚ Revise and send out the Welcome to SHRM – paid form letter along with the username and password for the GB SHRM website

• If the applicant is a National SHRM member, contact the Regional Director to see if the applicant is an at-large national member or assigned to a local chapter. If the former, the Regional Director will assign them to our Chapter (0504); if latter, send the SHRM Primary Chapter Designation form to the applicant

• Fill out the new member spreadsheet and forward to the Director of Communications when requested for the chapter newsletter

• When members leave the Chapter (noted by non-renewal), remove their application from theGB SHRM database

• Carry-out ad hoc assignments of President e.g., membership promotion; recommendation of membership criteria changes

• Plan prospective member events

• Act as a liaison between the Board and the Committee chairs

• Handle all correspondence in relation to SHRM membership applications and forward all applications to Headquarters upon request

• Participate in the development and implementation of strategic short-term and long-term planning for the chapter

• Send monthly data base to State Council representative

• Represent the Chapter in the Human Resources community

• Complete other assignments as requested by the President or Board

* Conduct memberships campaigns
* Assist Director of Communication with social media boosts
* Participate in national SHRM membership webinars

**Requirements**

• Must be a local SHRM member in good standing elected by the Chapter membership

• Maintain regular Board/Chapter meetings attendance. Miss no more than two (2) Board meetings per term

* Knowledge of VLOOKUP function and pivot tables in MS Excel recommended for reporting and analytic responsibilities