

Membership Director

Position Summary:

Provide leadership to membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to chapters, local chapters members only to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

Responsibilities:

1. Provide leadership to chapter membership directors in all areas of membership responsibility.
2. Assure that chapter membership directors have access to best available resources for member recruitment and retention:
3. Track and report to state council statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
 - o At-large members to chapters
 - o Local members only to SHRM
 - o Non-affiliated professionals to both organizations
 - o Engagement/retention of current chapter members
4. Track and report to state council statewide and chapter member retention rates.
5. Collect successful membership recruitment/retention initiatives to share with chapter membership directors.
6. Provide forum – e.g. state council meetings, conference calls – for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
7. Serve as resource for those chapters struggling to meet minimum standards in SHRM membership to assure that chapters are not disaffiliated for not meeting this requirement.
8. Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
9. Attend state leadership conferences and state council meetings to assure representation for this critical area of responsibility.

Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Appointment is made by the state council director.
3. Serves a term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.