



Position Description

MEMBERSHIP CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Directs and coordinates the development of activities and procedures that attract and retain membership of qualified Human Resource professionals. Functions under membership guidelines established in chapter by laws.

TIME COMMITMENT:

Attend monthly board and chapter meetings (four hours per month). Coordinate activities and meet with committee as necessary to evaluate applications for membership (up to two hours per month). Develop and implement new member orientation event (up to four hours).

SPECIFIC DUTIES:

1. Manages the membership function to successfully achieve an increase in chapter membership and achieve member retention objectives.
2. Receives and reviews each application for membership to assure completeness and clarity. Makes contact with applicant to ascertain information, which clarifies applicant's qualification.
3. Reviews each applicant's qualifications with committee members and arrives at a recommendation for approval or disapproval based on membership guidelines established in chapter by laws. Presents committee recommendations to the EHRA Board of Directors for final approval. Drafts letters and provides response to applicants regarding final status of their application for membership.
4. Provides membership information to individuals who inquire through letter, telephone, email, or personal contact.
5. Maintains documents, records, and correspondence pertaining to membership committee functions.
6. Recommends to the Board of Directors activities with potential of either increasing the level of membership or level of participation in the organization.
7. Obtain quarterly list of at-large member (SHRM members who are not members of any chapter) through an on-line request form. Invite at-large members to chapter events in an effort to increase chapter membership Provides SHRM brochure to all new EHRA members.
8. Coordinates and directs the membership orientation with the committee.
9. Utilizes SHRM Volunteer resources www.shrm.org/vlrc.
10. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
11. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
12. Attends all board and chapter meetings.
13. Represents the chapter in the human resources community.