

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Membership Director

**Position Summary:** Lead a committee in actively recruiting new members, retaining current members, welcoming members and guests at chapter meetings and functions. Review and submit membership applications to board for approval. Develop content of and distribute new member packets. Prepare and initiate annual membership renewals. Maintain the chapter’s membership database for SHRM audits and verification.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors
* State council membership director

**Essential Duties and Responsibilities:**

* Present new member application forms to the board for approval. Maintain membership database and assure accuracy. Manage membership correspondence and inquiries. Prepare and distribute member packets, nametags and welcome/invite new and potential members to upcoming meetings and events.
* Check/audit member profile information in membership system for necessary updates and accuracy. Encourage chapter member’s self-maintenance of membership profile data.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter, including any Excel initiatives related to membership. Conduct periodic member needs analyses and satisfaction surveys to assure chapter activities are responsive to member needs.
* Assure activities/initiatives of the chapter are focused on engaging chapter members at all levels and retaining members over time.
* Communicate regularly with SHRM Field Service Associate regarding transfers, non-renewals, and additions to the chapter membership. Track and verify membership roster for accuracy.
* Provide requested annual In-Chapter membership audit within requested timeframe. Make corrections as needed and requested to reconcile chapter records with SHRM national records. Review quarterly SHRM membership reports. Track and report chapter affiliation to assure compliance with required levels of SHRM membership. Collaborate with Chapter Certification Director to validate SHRM certified members coded to chapter.
* Initiate annual membership renewals through membership system. Provide updates to board on renewal progress and follow-up actions with non-renewing members. Collaborate with chapter treasurer on invoicing and dues payments.
* Provide regular membership acquisition reports, retention reports, and membership highlights at monthly chapter and board meetings.
* Provide ongoing information on benefits and value of chapter membership and SHRM membership to current and prospective members. Leverage and utilize tools and resources in the VLRC to market and promote chapter membership to at-large members and SHRM membership to chapter only members, and efforts to recruit and retain current chapter members.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Participate in monthly regional membership calls (approximately 1 hour per month)
* Board and chapter meeting report prep, new member packet prep (approximately 4 hours per month)
* Membership database maintenance, membership correspondence (approximately 8 hours per month)
* Fall membership campaign/renewal processing (2 hours per week Oct-Dec)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).