

Position Summary:

Manage the membership function to successfully achieve an increase in Chapter membership. Manage the upkeep of the Chapter's membership database to produce membership rosters. Welcome and provide local Chapter and SHRM orientation information for new members or guests.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Membership Director

Responsibilities:

- Maintain a record of attendance of regular Chapter meetings.
- Keep an up-to-date roster of names and addresses of all Chapter members. If street addresses are changed, the membership director should inform the member of how to change it.
- Notify Communications/Tech/Social Media Director and/or other appropriate board members of any changes in member email addresses.
- Monitor SHRM emails regarding membership updates and provides monthly updates to Board Members.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Maintains membership section of the website.
- Provides monthly updates for the Rolling Slides.
- Uploads reports to BaseCamp monthly.
- Quarterly, provides content for social media posts.
- Quarterly, provides newsletter articles as needed.
- Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, Wine-Down Wednesday initiatives, etc.)
- Contact all new members by email or in person and welcome them to Chapter monthly. Act as contact person for new members and make greeter committee and/or Board of Directors aware of new members monthly.
- Sends eblasts quarterly.
- Obtain quarterly lists of At-Large members (SHRM members who are not members of any Chapter) in your area from your SHRM Regional Team. Use those lists to invite At-Large members to your Chapter events and request a Chapter Designation form be completed to designate local Chapter for membership.
- Attend monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term planning for the Chapter.
- Represent the Chapter in the Human Resources community.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - SHRM Leader's Guide
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAU/chapter-resources>

<https://www.shrm.org/about-shrm/pages/membership.aspx>

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAE/membership>

<https://pages.shrm.org/dualmembership>