

Membership Director

Position Summary:

Maintain the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums. Take photos of members at meetings to include in the directory.

Responsible To:

- The chapter president
- The members of the chapter

Responsibilities:

1. Obtain monthly lists of new members from the membership chair. Enter the new members into the chapter member database.
2. Take photos of members at monthly chapter meetings or have members submit photos for publication in the directory.
3. Put notice in each chapter newsletter that members should contact you to update any changes to their contact information.
4. Check periodically with members whose email addresses no longer work to obtain their updated information.
5. Publish the membership directory either on the chapter website or in print form.
6. If in print form, work with the chapter marketing committee to sell directory advertising as necessary to help cover the costs of printing.
7. Arrange to have the directory printed and sent to the members.
8. Attend monthly membership and board of directors' meetings.
9. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Represent the chapter in the human resources community.