

**VICE PRESIDENT OF MEMBERSHIP
OR
MEMBERSHIP & AT-LARGE DIRECTOR**

Position Summary:

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.

Responsible To:

The members of the chapter
The chapter president
State council membership and at-large director

Responsibilities:

- Direct and support the activities of chairs and members of the membership committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Review applications for membership and approve new and renewing members.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Ensure notification of membership status; contact applicants from whom more information is needed to evaluate application.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan prospective and/or new member events.
- Obtain quarterly lists of at-large members (SHRM members who are not members of any chapter) in your area through the online request form. Source those lists to invite at-large members to your chapter events.
- Act as a liaison between the board of directors and the committee chairs.
- Attend monthly board of directors meetings.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter membership/at-large directors
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR Professionals
 - Fundamentals of Chapter Operations
 - SHRM Membership Recruitment and Retention Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc