



Chapter Membership Chair Job Description

Position Summary:

Maintain the Chapter's membership database to produce a print or online annual membership roster / directory and applicable addendums.

Responsible to:

- The members of the Chapter
- The Chapter President

Responsibilities:

- Market and promote Membership to the Chapter.
- Create a Member Spotlight monthly
- Greet members at the monthly meetings and special events. In the event, that he / she cannot be at the meeting, assure that a replacement is in place.
- Maintain and submit Member Directory / Roster to SHRM for audit purposes.
- Contact Members with outstanding membership balances.
- 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.