

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
MEMBERSHIP DIRECTOR**

Position Overview

The Membership Director serves as an elected member of the Chapter Board and encourages membership growth by directing the activities of the Membership Committee in accordance with the goals of the Board.

Duties and Responsibilities

1. Forms and chairs a Chapter Membership Committee and acts as the liaison between the Board and the Committee. Schedules regular Membership Committee meetings, facilitates discussion and delegates responsibilities. Establishes annual goals of the Membership Committee and ensures they are achieved.
2. Maintains the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums. Approves new members in website and sends communications to welcome them to our chapter. Checks periodically with members whose email addresses no longer work to obtain their updated information.
3. Staffs welcome table at chapter meetings and conferences. Handles all questions and issues related to membership eligibility of prospective members.
4. Maintains a record of all committee meetings, providing copies to each committee member.
5. Serves as the Board contact to answer questions or inquiries from members or prospective members about HRP of Central PA.
6. Evaluates the needs of the membership and makes recommendations to the Board to adapt the activities of the Chapter in order to meet the needs of the members.
7. Communicates with the Board on membership process, dues, directory and mailings. Sends out chapter membership list monthly for Board meetings.
8. Participates in the development and implementation of short-term and long-term planning for the Chapter.
9. Through the Membership Committee, develops and implements an annual recruitment plan.
10. Participates in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
11. Represents the chapter in the Human Resources community.
12. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
13. Contributes items for Board approval to be included in annual Chapter goals.
14. Attends and participates in Chapter Board meetings & monthly Chapter meetings.
15. Responds to requests of the Chapter President as needed.

Requirements

The Membership Director must be an HRP and SHRM member in good standing and elected bi-annually by the Chapter membership.

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
MEMBERSHIP DIRECTOR**

Procedures

- 1st week of month, pull membership report & send to Board
- Send data to Jerry for Strategic Report Tracking
- Participate in PA State Council CLA calls (quarterly)
- Audit our membership quarterly to make sure SHRM gives us credit for SHRM members
- Develop & drive annual recruitment plan
 - Reach out for guests at L&Ls, Conference and Chapter Meetings to invite them to join chapter
 - Proactively search for new members
 - Contact SHRM for "At Large Member List" to contact them about joining
- Coordinate summer referral program
 - Draft & send communications
 - Maintain list of who "referred" friend
 - Coordinate drawing & award prize
- Staff welcome tables at chapter meetings
 - Make sure nametags are ready (do you mean on the table?)
 - Coordinate sign-in sheet
- Coordinate annual dues payments
 - Draft & send communications
 - Wait for paypal report/check report to ensure paid
 - Log on to web administration – update expiration date
 - Coordinate final invoices
 - Make phone calls to members that have not responded
- Coordinate New Member Orientations
 - Contact new members for orientation
- Approve New Members
 - Look for notification from website
 - Send information to committee for review
 - Wait for paypal report/check report to ensure paid
 - Log on to web administration – click Active box for member & update expiration date
 - Send welcome email & welcome letter
 - Member designation forms sent to Dawn