

Position Title: Vice President, Membership

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Drive efforts to grow Chapter membership. Guide the activities of the following: volunteers, membership, membership directory and awards. Serve as a liaison with the Wisconsin State Membership At-Large Director in carrying out these tasks. It is advisable that the Vice President, Membership serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
The Chapter President
State Council Membership At-Large Director

Position Responsibilities:

- Lead the Membership Committee. Delegate following responsibilities as appropriate.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Coordinate New Member Orientations.
- Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
- Coordinate volunteer recognition process throughout year.
- Assist with maintaining volunteer roster and providing resources for volunteers (i.e., Volunteer Orientation, Volunteer Leader Resource Center.)
- Assist Chapter Administration and Director, Communications and Marketing with the printing of the annual membership directory.
- Coordinate the annual membership survey.
- Maintain an up-to-date roster of names and addresses of all Chapter members. If addresses are changed, the secretary should notify SHRM headquarters
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Coordinate prospective member events.
- Obtain quarterly lists of at-large members (SHRM members who are not members of any chapter) in area through the online request form. Source those lists to invite at-large members to Chapter events.
- Identify current Chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Coordinate and/or write regular membership updates for Chapter newsletter.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Coordinate the Volunteer of the Year Award.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)

- Represent the chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President and State Council At-Large Director.
- Maintain SHRM membership for term of office.

Last Updated: 3/19/2008