

**LOWER COLUMBIA HUMAN RESOURCES MANAGEMENT ASSOCIATION
VICE PRESIDENT OF MEMBERSHIP**

Position Summary:

Manage the membership function to successfully achieve an increase in active chapter membership. Contact human resources professionals in Clatsop County and explain the benefits of SHRM and chapter membership. Maintain the guest and member list.

Responsible To:

The members of the chapter
The Chapter President
State Council Membership & At-Large Director

Responsibilities:

- Compile applicants' employment data and present to the Board of Directors.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
- Maintain guest and member list and send out quarterly updates to membership as needed.
- 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 member events and follow up with guest attendees who may be interested in SHRM or chapter membership.
- Obtain quarterly lists of At-Large members (SHRM members who are not members of any chapter) in your area from your SHRM Regional Team and/or SHRM website. Use those lists to invite At-Large members to your chapter events.
- Attend monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term 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 Secretaries
 - Chapter Chatter Guidelines
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>