Association for Human Resource Management
Position Description

Director of Membership

POSITION PURPOSE
Leads membership recruitment efforts for professional organization, focused on servicing area human resource professionals, coordinates activities beneficial to current membership, and champions activities for retention. Position reports to the President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*

- Coordinate and conduct the annual membership drive.
  - Send membership renewal notices to all members.
  - Follow up with all non-renewing members.
  - Send membership renewal notices to those who were members two years ago, but did not become members in the previous year (non-renewing members in the previous year).
  - Contact SHRM with a prepared email message for "at-large" members for SHRM to distribute. SHRM will do this no more than twice per year.
  - Attempt to achieve a net increase in AHRM membership by 10%, while maintaining at least the minimum SHRM membership affiliation requirement.
  - Promote SHRM membership. Publicize SHRM membership at meetings and conferences. Have a supply of membership forms and packets for disbursement.
- Announce new members in the newsletter and update the rolling PowerPoint prior to all monthly meetings. Maintain supplies from SHRM and develop relevant promotions to generate interest.
- Develop an orientation process – meet and greet new members at monthly luncheons, introduce new members to other board members, explain volunteer opportunities to new members, explain AHRM member benefits.
- Update the new member packet annually.
- New Membership Development: recruit prospective members; invite HR staff of non-represented companies to luncheons. Invite one non-represented company guest every other month (no charge) with assistance from the Board.
- Answer member questions through e-mail, telephone and in person regarding AHRM meetings/membership, benefits, fees and SHRM membership benefits and fees.
- Conduct SHRM reconciliation of chapter membership designation and SHRM membership drive. Review SHRM roster and AHRM records by end of January and quarterly thereafter to ensure affiliation requirement is retained through year-end.
- Update and distribute brochures and applications for membership. Email applications and brochures to interested individuals. Obtain available supplies from SHRM.
- Coordinate membership survey annually. Present results to the rest of the Board for use in strategic planning.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION

- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President
- Participation in various AHRM events and activities as needed

QUALIFICATIONS

General Experience/Background

- Must have active individual membership in the Society for Human Resource Management (SHRM)
- Human Resource certification preferred (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills

- Proficient computer knowledge, including Microsoft Office products
- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization

Updated: May, 2024