



Membership Director

Function:

Manages the membership function to successfully achieve an increase in chapter membership. Guides the chapter's activities relating to recruiting, retention, membership directory, and orientation.

Responsible to:

- Members of the chapter
- Chapter President

Responsibilities:

1. Will chair regular meetings of the membership committee, which will recruit new chapter members.
2. Compiles new member's applications and reports new members to the President monthly.
3. Responds to requests for information about membership through telephone calls, personal contacts, and correspondence.
4. Notifies each member in writing of membership status; issues certificate of membership and other orientation materials. Will need to maintain a supply of membership materials including: applications, informational brochures, etc.
5. Issues a quarterly membership directory to each chapter member.
6. Plans prospective member events.
7. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
8. Attend all monthly membership and board of directors meetings.
9. Represents the chapter in the Human Resources community.