

## Position Title: Vice President, Membership

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### 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.

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### Responsible To:

The members of GMA SHRM  
The Chapter President  
State Council Membership Director

### Position Responsibilities:

- Lead the Membership Committee. Delegate following responsibilities as appropriate.
- Greet new members with personal phone calls and follow-up with emails and reviewing benefits of membership.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Coordinate Semi-Annual Member Welcome event.
- Coordinate volunteer recognition gift or event.
- Assist with maintaining volunteer roster and providing resources for volunteers (i.e., Volunteer Orientation, Volunteer Leader Resource Center.)
- Coordinate membership survey, as needed.
- Maintain supplies of membership materials: , informational brochures, etc.
- Obtain annual 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.
- Manage Pay It Forward program
- Manage Member Referral Program
- Coordinate semi-annual networking event
- Manage administration of Student Membership program
- Facilitate efforts to maintain a diverse & inclusive volunteer base respective of membership.

### General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Complete respective area of responsibility of the SHRM Affiliate Program for Excellence (SHAPE) requirements.

- 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 Membership Director.
- Maintain SHRM membership for term of office.
- Complete quarterly review form of Chapter Administrators.

**Last Updated: 2/07/2013**