



JOB DESCRIPTION

VICE PRESIDENT OF MEMBERSHIP (Last Updated – 09-01-2024)

Position Description & Duties:

The Vice President of Membership is responsible for driving efforts to grow GMA SHRM membership and oversees activities related to volunteers, membership, the membership directory, and awards.

Responsible To:

President's Team

Responsibilities:

- Lead the Membership Committee, overseeing the Director of Recruitment & Retention and Director of Volunteer Engagement.
- Ensure all new members are contacted and welcomed, helping them understand the benefits of GMA SHRM membership and ways to get involved.
- Promote efforts to maintain a diverse and inclusive membership and volunteer base.
- Support the organization of GMA SHRM 101, Meet, Greet & Eat, and Networking events.
- Assist in coordinating the Volunteer of the Year Award.
- Manage the Member Referral Program.
- Obtain annual lists of at-large members (SHRM members not affiliated with any chapter) in the area and invite them to Chapter events. Coordinate this effort with Membership committee volunteers.
- Create and submit quarterly eBlast messages through SHRM to at-large members.
- Participate in SHRM Membership Core Leadership Area webcasts.
- Write or coordinate regular membership updates for the Chapter newsletter.
- Execute ad hoc assignments such as promoting membership and recommending changes in membership criteria.
- Fulfill the EXCEL award requirements related to Membership and Dual Membership initiatives.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- SHRM member in good standing.
- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: five to seven hours.