



Job Description

Board Position: Vice President of Membership
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Vice President of Membership is responsible for maintain and increasing Chapter members. The Vice President of Membership works closely with SHRM National on maintaining accurate membership records. The Vice President of Membership serves a two-year term.

Responsibilities

- Establish and maintain chapter membership goals.
- Identify ways to get existing chapter members engaged in a variety of chapter activities
- Identify ways to increase local chapter membership.
- Engage entire chapter board in utilizing their platforms to support membership goals.
- Create plans to execute growth and engagement strategies.
- Manage committee and ensure effective execution of strategies.
- Offer leadership and guidance where necessary for committee to ensure membership goals are being met.
- Work with board to communicate engagement opportunities throughout chapter to entire membership.
- Obtain monthly lists of new members from the chapter paid professional.
- Ensure that member information is kept up to date in the membership database.
- Ensure members receive timely responses to questions or requests.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive

- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President