

Role Description

Membership Chair

Position Summary:

The Membership Chair is responsible for chapter membership engagement, retention, and growth, ensuring the accuracy of membership records and promoting the value of WHRMA/SHRM dual membership. The position provides support to current and prospective members, manages membership data and reporting, develops membership-related resources, and collaborates with SHRM and chapter leadership to advance strategic goals.

Responsible To:

- The Members of the Chapter
- Chapter President NYS Council Membership
- At-Large Director

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.
- Holds active certification as a SHRM-CP or SHRM-SCP.

Responsibilities:

- Monitor and share membership metrics with the board and chapter membership to maintain transparency of membership records in a timely fashion and take action as appropriate.
- Review and maintain dual-membership directory on regular basis for accuracy by performing regular system updates based on Volunteer Leader Resource Center (VLRC) membership roster and performing regular membership audits.
- Assist members with troubleshooting membership system issues and coordinating with SHRM as necessary to resolve.
- Help members and potential members learn about the value of dual-membership and how this can advance their career and benefit their organization.
- Participate in the SHRM Membership Core Leadership Area meetings and NYS SHRM Membership Director's meetings.
- Create and maintain membership materials for use at events and conferences.
- Utilize SHRM resources (i.e. expired member listing; at-large member listing) to engage non-members.
- Participate in the development and implementation of short term and long term strategic planning for the Chapter.
- Attend monthly board meetings as required by the organization's bylaws.
- Attend educational events, networking events and annual conference to be a resource to discuss membership and support the Chapter.
- Provide support for additional initiatives, projects, and responsibilities as assigned to advance membership goals and Chapter priorities.
- Attend WHRMA membership meetings and other WHRMA educational and networking events.

- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- Upon completion of the position's term, assist the incoming Membership Chair to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.