NORTH STAR
SHRM

Elk River, MN

MEMBERSHIP LIAISON

Position Summary:

Assist Membership Director with communications to current Chapter members. Welcome all new members, answering membership-related questions of potential and new Chapter members. Communicate with members within 72 hours of receipt of Dual Membership Daily Transaction Report. Serves as a Core Leadership Position for a 1-year term with no more than 2 consecutive terms.

Responsible To:

The members of the Chapter
The Membership Director
The Chapter President

Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must attend all monthly membership meetings and attend Board Meetings as scheduled.

Responsibilities:
- Receive Dual Membership Transaction Report showing new members added, member changes, members dropped, or renewals from Membership Director
- Communicate via email to members within 72 hours, and advise them that changes have been made accordingly to report. Provide information on upcoming Chapter events
- Notify Membership Director of any changes to member's name, email address, company name, phone number, or address changes
- Assist in greeting members prior to start of monthly program/events
- Carry out any ad hoc assignments of President, Board of Directors, or Membership Director (i.e., membership promotion, recommendation of membership criteria changes, etc.)
- Assist in planning membership events
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter
- Represent the Chapter in the human resources community
- Upon completion of the position's term, assist the incoming Membership Liaison to assure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:
- SHRM supplies the following resources for chapter membership roster chairs
    - Chapter Best Practices
    - Chapter Position Descriptions
    - Fundamentals of Chapter Operations
        And MUCH MORE…available online at www.shrm.org/vlrc