



## Fargo Moorhead Human Resource Association

### Membership Director Job Description

The Membership Director is an elected position

The Membership Director position is a two year term

The Membership Director position is a voting member of the Board of Directors

The Membership Director must be a SHRM member in good standing

#### Position Summary:

To serve as the Chapter's membership representative, including maintaining the membership database, answering questions regarding membership status, recruiting new members, and promoting SHRM membership.

#### Responsibilities:

- Inform potential members about the benefits of and procedure for joining FMHRA.
- Work with members to answer questions on the status of their membership.
- Process all membership applications.
- Once the Board of Directors approve the request for membership, update Chapter membership software with member and payment information and notify individual their membership application was approved.
- Update member contact/employer information as needed.
- Welcome and register members at monthly Chapter meetings.
- Present a membership report at monthly board meetings.
- Announce new Chapter members at monthly meetings.
- Obtain a list of at-large members from the SHRM regional team. Use that information to invite the at-large members to a Chapter meeting and promote FMHRA membership.
- Coordinate the annual membership drive.
- Manage the membership referral program.
- Conduct new member orientation.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Membership Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.