

Membership Director

Position Description

Updated: June 2019

Function: Serves as a representative of at-large SHRM members within the state. Provides leadership and communication for this segment of the SHRM membership. Represents the interest of the at-large membership at the state council meetings.

Responsible To: The State Director

Responsibilities:

1. Promotes state and SHRM objectives and activities among practicing members of the human resource profession.
2. Serves as a voting member of the State Council. Attends and participates in all meetings scheduled by the Council.
3. Informs the Council of at-large members who indicate an interest and have demonstrated potential for leadership positions.
4. Assists the Council in the dissemination of information; provides timely and accurate responses to proposals, surveys and questionnaires. Recommends policy changes as appropriate.
5. Performs special assignments as requested by state and/or SHRM leadership.
6. Provides assistance and support for professional development activities within the state and/or national organizations.
7. Facilitates two-way communication between the Council leadership and the membership.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Coordinates the State Council booth at the vendor show and leads setup
 - b. Develops at-large ideas for conference

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Election is made by the governing body of the State Council
3. Attendance required at 75% of State Council meetings via phone or in person
4. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for one additional two-year term for a total service of four years.

I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.

Signature

Date