



VP of Membership Position Description

Summary:

- Maintain the health and growth of chapter membership through engaging existing members and attracting new members.

Reports To/Direct Reports:

- Reports To: President
- Direct Reports: College Relations Chairperson and Membership Chairperson

Term of Office:

- Elected by Greater Pensacola SHRM membership for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must be a SHRM national member in good standing by October 1st prior to taking office and for the entire term of office.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Execute membership acquisition and renewal campaigns on an ongoing basis; work with VP of Marketing to create content for membership campaigns.
- Educate HR professionals and businesses to excel through utilizing membership benefits.
- Engage current and potential members through chapter activities.
- Process member applications; requests membership confirmation votes from board of directors; provides final voting results to Secretary in monthly membership report for filing in the official record.
- Partner with Treasurer to coordinate invoices and payments related to membership.
- Create and send welcome information to new members.
- Host new member onboarding meetings; host member and prospective member networking events.
- Manage the chapter membership list and directory to ensure it is up-to-date; provide changes to SHRM; perform SHRM annual membership audit.
- Participate in SHRM and HR Florida Membership Core Leadership Area calls and webcasts.
- Attend and participate in all monthly membership and board of directors' meetings, if unable to attend, ensure tasks are completed by a backup member; provide programmatic updates to membership and board of directors at meetings.
- Recruit members to serve on assigned committees.

- Oversee the affairs and activities of assigned committees; ensure programmatic goals are met.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the president.