



*Engage • Educate • Empower*

## **Vice President of Membership**

Length of Commitment: 2 years

Estimated monthly time commitment 3-8 hours

Updated: July 12, 2016

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### **Summary of Role**

Manage the strategy to increase engagement for all chapter members as well as increasing overall chapter membership. This includes strategy development, planning and execution.

### **Outcomes and Responsibilities**

- Establish and maintain chapter membership goals
- Identify ways to get existing chapter members engaged in a variety of chapter activities
- Identify ways to increase local chapter membership
- Engage entire chapter board in utilizing their platforms to support membership goals
- Put together plans to execute growth and engagement strategies
- Manage committee and ensure effective execution of strategies
- Offer leadership and guidance where necessary for committee to ensure membership goals are being met
- Work with board to communicate engagement opportunities throughout chapter to entire membership
- Obtain monthly lists of new members from the chapter paid professional
- Ensure that member information is kept up to date in the membership database
- Ensure members receive timely responses to questions or requests
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies
- Attend monthly membership and board of directors meetings
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Read and follow all chapter bylaws
- Represent the chapter in the human resources community
- Develop future leader to fill role as part of the succession planning
- Attend at least 9 monthly chapter meetings
- Attend 8 of 11 board of directors meetings
  - Held the third Tuesday of each month at 5:45pm

### **Qualifications**

- Member of SHRM National
- Designated member of the Hampton Roads Chapter

- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred