



VOLUNTEER POSITION DESCRIPTION

Vice President of Membership

The VP of Membership is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by managing the membership function to successfully achieve an increase in chapter membership.

RESPONSIBLE TO

The members of the BV-SHRM
The President of BV-SHRM
The local communities within the Brazos Valley

RESPONSIBILITIES

- Maintains a current active BV-SHRM membership.
- Conducts the business of the chapter in accordance with the chapter by-laws.
- Processes membership applications and meets the applicant personally to provide new member packet.
- Puts together and delivers new member packets.
- Tracks member attendance and other statistical information as required.
- Plans and coordinates membership drives.
- Maintains membership supplies (letterhead, brochures, envelopes and applications).
- Introduces new members at meetings.

REQUIREMENTS

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 12.5 hours per month
 - 2.0 hours for monthly BV-SHRM luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
 - 8.0 hours processing membership applications and sending new member packets.
- 24 hours per month in December and January for membership invoicing.
- ½ Day Executive Committee Planning Session in January annually.