

## **MEMBERSHIP ROSTER CHAIR**

### **Position Summary:**

Maintain the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums. Take photos of members at meetings to include in the directory.

### **Responsible To:**

The members of the chapter  
The chapter president

### **Responsibilities:**

- Obtain monthly lists of new members from the membership chair. Enter the new members into the chapter member database.
- Take photos of members at monthly chapter meetings or have members submit photos for publication in the directory.
- Put notice in each chapter newsletter that members should contact you to update any changes to their contact information.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Publish the membership directory either on the chapter website or in print form.
- If in print form, work with the chapter marketing committee to sell directory advertising as necessary to help cover the costs of printing.
- Arrange to have the directory printed and sent to the members.
- 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.
- Represent the chapter in the human resources community.

### **Resources Available:**

- SHRM supplies the following resources for chapter membership roster chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)