# Membership Chair

Volunteer Role – Position Description

## Role Summary

The Membership Chair serves as a key contributor to the SHRM Northern Colorado Chapter and Board of Directors, offering a broad, organization-wide perspective. This role manages the membership function to successfully achieve an increase in chapter membership.

## Reports To

- Chapter President  
- Chapter Members

-COSHRM Membership Director

## Key Responsibilities

* -Responds to requests for information about membership through telephone calls, personal contacts and correspondence
* -Notifies each applicant in writing of membership status and contacts applicants from whom more information is needed to evaluate application for membership
* -Plans membership drives and appreciation events for the Chapter
* -Obtains quarterly lists of at-large members (SHRM members who are not members of any chapter) in the area through an online request form. Source those lists to invite at large members to your chapter events
* -Participate in discussions and decisions impacting both chapter and national initiatives
* - Uphold the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respect and encourage diverse viewpoints during decision-making.
* - Serve on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at Board of Directors meetings
* -Regular attendance on Membership CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)