

LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)

COMMITTEE RESPONSIBILITIES

Committee: **Membership**

Purpose/Mission of Committee:

To support and promote the mission and strategic direction of the association through optimum membership levels achieving quality and increased number of members, from a cross-section of the area Human Resource professionals.

To establish practices that will aid in the recruiting and retaining of members as well as achieve successful integrating of new members into the chapter.

Committee Responsibilities:

1. Conduct various types of recruitment programs in the community to Human Resource professionals who are not currently members.
2. Educate and encourage current chapter members to help in the recruiting through promoting of the chapter in their networking and personal contacts.
3. Educate and encourage current and new chapter members to become members of the national organization (SHRM).
4. Work with the Administrative Assistant in the membership renewal process by establishing policy.
5. Establish and conduct activities to aid in the retention of current members as the renewal process in being conducted.
6. Review and approve new member applications.
7. Review and revise the membership application.
8. Conduct monthly new member orientation sessions, which provide the new member with introductions to some other members, and the new member packet that is provided.
9. Review and update, as needed the contents of the new member packet.
10. Conduct strategic planning of membership profiles and field changes.
11. Review and make recommendations to the Board on membership criteria.
12. Oversee structure of the membership directory as it is presented on the website.

Time Requirements:

Committee Chair: One hour per month for committee meetings. Average of one to two additional hours per month for recruitment and renewal processes and new member orientations.

Committee Members: One hour per month for committee meetings. Average of one to two additional hours per month for recruitment and renewal processes and new member orientations.

Revised September 2008
Prepared June 2000