

## MEMBERSHIP ROSTER CHAIR

### Position Summary:

Manage the upkeep of the chapter's membership database to produce an annual membership roster or directory. 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, sell ads 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 strategic short-term and long-term 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
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>