



POSTING FOR
STATE MEMBERSHIP DIRECTOR

The South Carolina SHRM State Council has an opening for the position of Membership Director for 2021. Please review the attached job description and if interested – submit the following:

1. Current resume including any SHRM volunteer positions held at any time in any state and contact information including email and phone number.
2. Cover letter expressing what you feel you would bring to the position of Membership Director. Any thoughts or ideas you have about driving Membership in SHRM and chapters.
3. Email to: teresa.vaughn@jjins.com SC SHRM State Director
4. Please submit as soon as possible. Submissions will be reviewed upon receipt.
5. If you have any questions at all feel free to email me at the email address above.

Note: You must be a current SHRM member in good standing.

Thank you and I look forward to hearing from you!

Teresa Vaughn, SHRM-SCP
SC SHRM State Director 20/21
Vice President, Human Resources
Johnson & Johnson, Inc.
Teresa.vaughn@jjins.com
843-901-9864



JOB DESCRIPTION FOR **STATE MEMBERSHIP DIRECTOR**

Function:

Provide leadership to membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to chapters, local chapter members only to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

Responsible To:

- The State Council Director

Responsibilities:

1. Provide leadership to chapter membership directors in all areas of membership responsibility.
2. Assure that chapter membership directors have access to best available resources for member recruitment and retention.
3. Track and report to state council statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
4. Track and report to state council statewide and chapter member retention rates.
5. Collect successful membership recruitment/retention initiatives to share with chapter membership directors.
6. Provide forum - e.g. state council meetings, conference calls - for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
7. Serve as a resource for those chapters struggling to meet minimum standards in SHRM membership to assure that chapters are not disaffiliated for not meeting this requirement.
8. Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
9. Attend state leadership conference and state council meetings to assure representation for this critical area of responsibility.

Requirements:

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. Appointment is made by the State Council Director.
3. Serves a term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.