



## Membership

### Position Overview:

Responsible for maintaining the chapter's membership database.

### Essential Functions:

- Manages member applications, welcomes new members and obtains photos and biographies.
- Handles all correspondence in relation to membership applications.
- Coordinates with the Social Media Director to welcome new members on social media.
- Ensure the membership data base and all email addresses are up to date.
- Works with the Website Director to publish the directory on our website. Updates and makes sure the obtain a photo release.
- Maintains Google/Gmail/MailChimp member contact information.
- Represents the Chapter in the community.
- Participates in the development and implementation of short-term and long-term strategic planning for the organization.

### Position Requirements:

- Be an active member of HRNNI in good standing for a minimum of 1 year prior to the election
- Must be in an active Human Resource Role
- Must be able to commit to 7 hours per month
- Attend 80% of the monthly membership and board of directors' meetings.