



## Chapter Management Professional Job Description

**FUNCTION:** Provide administrative support for chapter activities such as meeting registration, maintaining member rosters and depositing funds.

**REPORTS TO:** Chapter President

### **RESPONSIBILITIES**

#### General Administration

- Attend monthly board meetings, which are generally held on the first Wednesday of each month from 11:30-1:00.
- Respond on a timely basis to member, prospective member, and vendor inquiries, referring to board members as appropriate.
- Produce and maintain member name and address list (roster).
- Produce nametags for special meeting events upon request.
- Apply for HRCI and SHRM recertification credits for chapter programming.
- Assist with reports as required for SHRM or other purposes.
- Maintain some aspects of the website and update as directed.
- Create annual membership directory and post on the LHRMA website.
- Produce and mail annual collection of dues statements and reconciliation of mail list for roster development.
- Post job postings on website as needed, after receipt of payment, if applicable.
- Pick up mail from the Post Office box and distribute to the appropriate office in a timely manner.

#### Meeting Administration

- Process meeting and workshop registrations and payments. Serve as primary contact for all transactions and questions regarding the LHRMA PayPal account. Issue any PayPal refunds as needed, with proper documentation to support transaction.
- Attend monthly member programs and workshops (generally held the second Tuesday of each month) from approximately 10:45 a.m. to 1:15 to assist with technology set-up, check-in attendees, and accept payment from those who elected the "Pay at Door" option. Create and issue receipts upon request.
- Create and print certificates for programs that have been approved for recertification hours. Have certificates available at the registration table. Maintain historical copies and maintain a summary of recertification hours provided for the calendar year
- Maintain electronic member program/workshop attendance records.

### Financial Responsibilities

- Maintain petty cash for the organization, which is used for change at each monthly program as well as other LHRMA events.
- Make copies of all checks received and prepare itemized deposit slips to record source of incoming funds, make deposits in chapter checking account and send images of deposit slip and corresponding documentation to Treasurer for official recordkeeping.
- Create and send invoices as needed.
- Track balances of members who owe or who have overpaid and carry a credit.

### New Memberships

- Process any new membership applications and payments, and notify membership chair of paid memberships.
- Add new members to database file.
- Add new members to website users list and mailing list.
- Create nametags for new members and distribute at monthly program meeting.

### Sponsorships

- Provide information to potential sponsors, secure payments and coordinate with program director(s).
- Obtain sponsor information for newsletter, website, and monthly program marketing.

### **MINIMUM QUALIFICATIONS**

- Two years of related experience.
- Must be dependable and able to work independently.
- Must have experience with MS Word, Excel, Access and Publisher.
- Duties may require some daytime phone calls and post office visits.
- Will require approximately 20 hours per month.

### **PREFERRED QUALIFICATIONS**

- Experience with web maintenance is preferred.

Note: These duties are carried out as an independent contractor and not an employee of LHRMA for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue code, any Nebraska revenue and taxation law, the state workers' compensation law, and the state unemployment insurance law. Final candidate will be subject to a background check.