

College and University Professional Association for Human Resources

Southern Region

Position: Director-at-Large for Membership

Position Summary

Coordinates all membership initiatives for the Southern Region utilizing support provided by the national office and state chapter membership chairs.

July/August

1. Contact state chapter presidents/chairs and request names of membership chairs.
2. Works with the Past Chair to liaison with Chapters
3. Determine process for cultivating membership in state chapters.
4. Assist in generation of new CUPA-HR member institutions.
5. Participate in national office membership committee phone conferences as appropriate.
6. Get list of non-member colleges in the Southern Region from National Office and write letters to the Director of HR inviting them to join CUPA-HR and attend the next Regional Conference

September

1. Communicate with chapter president/chairs to find out chapter meeting dates and to ask how the Southern Region may be of assistance.
2. Ask Chapter Chairs to appoint new membership coordinators where appropriate.
3. Assist in generation of new CUPA-HR member institutions.
4. Participate in national office membership committee phone conferences as appropriate.
5. Provide board members with summary of Chapter meetings including suggestions for future programs.
6. New member institutions in our Chapter should be provided to the Marketing Director to announce in the fall newsletter.
7. Work with the marketing director as to what information should be on the web site in order to attract new or provide better information for existing members

October

1. Assist in generation of new CUPA-HR member institutions.
2. Contact state membership chairs for membership updates.
3. Participate in national office membership committee phone conferences as appropriate.

November

1. Assist in generation of new CUPA-HR member institutions.
2. Participate in national office membership committee phone conferences as appropriate.

December

1. Request the National Office to provide weekly updates as first-timers register to make personal contact.
2. Assist in generation of new CUPA-HR member institutions.
3. Participate in national office membership committee phone conferences as appropriate.

January

1. Complete mid-year report on new state chapter members for chair.
2. Assist in generation of new CUPA-HR member institutions.
3. Assist the Chair with development of draft region policies, by-laws revisions.
4. Assist the Chair with other conference planning and implementation activities as necessary.
5. Contact state membership chairs for membership updates.
6. Participate in national office membership committee phone conferences as appropriate.

February

1. Plan and coordinate newcomer and opening reception with Chair.
2. Assist in generation of new CUPA-HR member institutions.
3. Assist in solicitation of scholarship nominees.
4. Participate in national office membership committee phone conferences as appropriate.

March

1. Send first-timers list to state chapter presidents/chair or other southern region board members and ask them to make a personal contact via phone with the first-timer or personally contact first-timers.
2. Assist in generation of new CUPA-HR member institutions.
3. Contact state membership chairs for membership updates.
4. Participate in national office membership committee phone conferences as appropriate.

April

1. Assist in generation of new CUPA-HR member institutions.
2. Participate in national office membership committee phone conferences as appropriate.

May

1. Assist in generation of new CUPA-HR member institutions.
2. Oversee newcomer and opening reception activities. Welcome the newcomers and let them know about the organization and how they can get involved.
3. Personally meet every newcomer.
4. Meet with state chapter president/chairs during conference.
5. Make personal contact with all exhibitors and sponsors to thank them for helping with the conference.
6. Participate in national office membership committee phone conferences as appropriate.

June

1. Assist in generation of new CUPA-HR member institutions.

2. Prepare updated responsibilities list and submit to Chair prior to Fall board meeting.
3. Thank state chapter president/chairs, or whoever, for their assistance in making first-timers feel welcome.
4. Participate in national office membership committee phone conferences as appropriate.