

# Wisconsin's Best Practices

Here is a showcase of the best and most creative ideas used by the Wisconsin State SHRM Chapters.

<b>Chapter Income</b>	
Offer ad space in our monthly notices (emailed notices to our members).	Greater Madison Area, 2001
Offer Sponsorship packages including sponsorships of meetings.	Greater Madison Area, 2001
We set our monthly meeting fees and annual dues high enough to cover all expense for the year; no additional fund raising is necessary.	Fond du Lac, 2001
Weekend-get-away raffle. Sell tickets at 4 meetings and have the drawing at our golf outing.	Sheboygan, 2001
We've invested with Dain Rausher and the representative we are working with has Non Profit experience.	HRMA, 2001
Yearly half-day workshop. Last year we had Joan Lloyd.	Sheboygan, 2001
Annual Management Seminar	Sheboygan, 2001
Salary Survey, includes benefits	Central Wisconsin, 2001
Co-Sponsor Labor Law Clinic with Law firm	Central Wisconsin, 2001
Co-sponsor HR Conference	Central Wisconsin, 2001
Sponsorships. Sponsor of the month front cover of web site. Front cover of monthly newsletter.	HRMA, 2001
Sell advertising in the newsletter, have national members to get the rebate check from national, hold a seminar, hold a conference, member dues, sell membership labels	Green Bay, 2001

Job Bank - our job bank is coordinated with a chapter member and is free to members who can post HR positions or resumes. The openings are put in the newsletter and sent to everyone who puts a resume in the job bank.	
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### **Job Network**

Resume and job opening table at monthly membership meetings.	Central Wisconsin, 2001
A SHRM member emails job notices to 320 members. Some prefer this information be sent to home email.	Fox Valley, 2001
Job Bank at HRMA.org. Income generating.	HRMA, 2001
Job announcements are shared at monthly meetings.	Lakeshore, 2001
We pass job openings around at our monthly meetings with contact information included.	Fond Du Lac, 2001
Telephone Message Board - Job Line	Greater Madison Area, 2001
Advertise Job Line under Human Resource section in the Sunday classifieds to drive traffic to the Job Line.	Greater Madison Area, 2001
We have an informal job bank where one centrally located member keeps track of all available jobs in the HR field	Sheboygan, 2001
Advertise Job Line in Every Publication. Brochure is give to new members and on resource table at monthly meetings.	Greater Madison Area, 2001

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### **Compensation and Benefits Survey**

Advertise survey to surrounding chapters for purchase.	Greater Madison Area, 2001
Press releases to advertise publication	Greater Madison

	Area, 2001
We have a committee that sends out a survey once a year. We do one survey every program year based on the membership-requested topics. We raffle off chamber dollars, \$25 each, to everyone who participated.	Sheboygan, 2001
Partner with Chapter of Commerce for mailing labels, ask for volunteers form membership to head-up project or pay someone to input date into computer software.	Central Wisconsin, 2001
We do not do compensation or benefit survey although our student chapter does a resume booklet typically not just for HR jobs but allows university students from any discipline to include a resume. This is distributed to members free of charge.	Green Bay, 2001
We conduct a Compensation and Benefits survey each year. Surveys are sent out around February 1 with return due by February 15 - 18. We consolidate the data and send final results out in June to assistant managers in budgeting, etc.	Fond du Lac, 2001

<b>Membership Directory</b>	
We provide a membership directory to every chapter member upon renewal. We do not sell our membership roster at the request of our members.	Fond du Lac, 2001
The chapter does a membership directory once a year and distributes updates periodically with an insert.	Green Bay, 2001
Sell Mailing labels, via email to approved vendors	Greater Madison Area, 2001
We include certification credentials and National membership status for recognition purposes. Also include email addresses.	Sheboygan, 2001

Include section that defines the business (i.e. manufacturing, union, etc.)	Central Wisconsin, 2001
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<b>Member/Volunteer Recruiting</b>	
Business Card	Central Wisconsin, 2001
Removed annual dues for National membership to recruit more National members.	Lakeshore, 2000
Volunteers. We ask for them at membership meetings, follow up with phone calls.	Central Wisconsin, 2001
Introduce new members at monthly meetings.	Fox Valley, 2001
Every year we send out brochure and introduction letter to all companies that do not have representation.	Sheboygan, 2001
At our monthly meeting we include a list of all the committees and ask for volunteers. This list is on the back of our meeting survey.	Sheboygan, 2001
We put reminders in our newsletter, as well as sending out volunteer forms with our renewals. We follow-up meeting with announcements and volunteer form.	Fond du Lac, 2001
Introduce Committee Leaders at meetings (ask them to stand) so members approach them following the meeting.	Greater Madison Area, 2001

<b>Certification</b>	
HRMA has a certification committee and have decided to buy the SHRM study guide to be used for members and student members.	HRMA, 2001
Study groups and classes at Marquette University.	HRMA, 2001
Two study groups per year. Have purchased 3 sets of SHRM Learning System instructor's materials.	Fox Valley, 2001

Study group meets one time per week for approximately 20 weeks prior to test. We use the Mathis & Jackson and SHRM Computerized study guide.	Central Wisconsin, 2001
Send a notice to all uncertified members, encouraging them to attend study group.	Greater Madison Area, 2001
We announce newly certified members at our general meetings and give them a plaque to display their certificate in.	Fond du Lac, 2001
We hold a study group starting every January for the May test. We just started our 5 <sup>th</sup> group and have had 42 member pass the test. Recognize successful test takers with dinner and pen set.	Sheboygan, 2001
The chapter co- sponsors a certification class with Marquette University, which is currently being held at Humana in Green Bay. It is a 10-week course. During the half of the year that the course is not held we do a study group. This is coordinated and taught by two members. We do a new member orientation three times a year for new members typically before a meeting. Each meeting typically has a speaker. These can be found on the web site attached to the state as well as our newsletters.	Green Bay, 2001
We purchase the study material, which can be checkout by our members. We also sponsor a study group each spring for the May test.	Fond du Lac, 2001

<b>New Member Orientation</b>	
We are having our first new member orientation breakfast. At the breakfast, we will hand out our membership list, overhead presentation describing what our chapters is all about, National SHRM and an introduction to all the committees. We are planning to	Sheboygan, 2001

have this breakfast every other month.	
We have an awesome membership team lead by Jane Navis ( <a href="mailto:jnavis@hrfirst.com">jnavis@hrfirst.com</a> ). They have increased our membership by 100 members this year through a variety of contests with prizes of a weekend at the American Club and \$500 gift certificate from Cruise and Travel.	HRMA, 2001
We have a board member call and welcome new members and invite them to our next general meeting.	Fond du Lac, 2001
Hold two new member meetings each year to introduce the Board and go over chapter activities.	Greater Madison SHRM, 2001
Mark new members with red dots so chapter long standing members introduce themselves.	Greater Madison SHRM, 2001
Have assigned seating at the meetings to mix new members with veteran members.	Greater Madison SHRM, 2001
Call new members each month and invite them to monthly meetings.	Greater Madison SHRM, 2001
We send a new member packet with roster, welcome letter and volunteer opportunities, newsletters etc.	Fond du Lac, 2001

<b>Programming</b>	
On-line meeting registration. HRMA Website	HRMA, 2001
We have an excellent program committee and some of the people have gone to national and have exposure to national speakers.	HRMA, 2001
We do table topics at each meeting. This description or table topic can also be found on the web site.	Green Bay, 2001
Prepaid meals for the year.	Lakeshore, 2001
1/2 day Seminar, usually in February.	Lakeshore, 2001
They vary monthly programs from morning, noon, evening to reach a more members.	Fox Valley, 2001
Advanced payment of programming registration fees.	Fox Valley, 2001

Tri-fold brochure is sent in January / February to membership outlining the program for the year.	Fox Valley, 2001
We plan our programs a year at a time. We begin with a chairperson and committee to review our member survey for ideas (July). We then start calling speakers we are aware of by using the local college speaker's bureau, former speakers, attorneys, etc. We generally incur little or no expenses with our speakers.	Fond du Lac, 2001
We survey all members once a year on potential topics and speakers.	Sheboygan, 2001
Offer a diverse program schedule.	Greater Madison Area, 2001
Collect member feedback on the topics they would like to hear about.	Greater Madison Area, 2001
Participate and host co-sponsorships to allow more networking opportunities and topic diversity.	Greater Madison Area, 2001
Each Board member calls a few new members and then sits with them at a luncheon.	Central Wisconsin, 2001
We have a program committee made up of 5 members who split up the program dates at the beginning of the year and coordinate the meeting from beginning to end.	Sheboygan, 2001
Our chapter does not meet in July and August. In September, we hosted a happy hour to kick off the fall season. It was a no host bar with the Chapter paying for hors'd oeuvres. We got excellent participation and it was a social time with a short meeting. We solicited help with various committees and got a few more people involved in working for the Chapter.	La Crosse, 2001
<b>Social Outings</b>	
Golf outing in August. Participants bring door prizes.	Central Wisconsin,

	2001
Our golf outing is awesome. We also have a pure networking meeting in December.	HRMA, 2001
Golf outing. 9 or 18 holes. End with a picnic, sponsored in part by local company. Door prizes are brought by each participating organization and raffled.	Fox Valley, 2001
We plan to do a golf outing, date to be determined with a dinner following in June with raffle prizes donated from several businesses. We feature a book door prize at each meeting.	Green Bay, 2001
Golf Outing in June for members and guests.	Lakeshore, 2001
Summer social for new members and existing members.	Greater Madison Area, 2001
We are looking at planning our first one in the Summer of 2001, along with the Fond du Lac Chapter.	Sheboygan, 2001
Golf outing.	Sheboygan, 2001
We provide a golf outing each year in June for members and guests, with dinner and donated door prizes.	Fond du Lac, 2001
We provide a free holiday social with food and drinks. Members donate food pantry items and also bring a gift for our stealing gift exchange.	Fond du Lac, 2001

<b>Student Interaction</b>	
Our student committee works closely with 3 universities and this year we started an at large student chapter for those going to universities such as Ottawa University and other satellites.	HRMA, 2001
The student chapter is at UWGB. Several of our members speak at the meetings and the students who help with our registration can come to our meetings for free including dinner. We offer sponsor a student night at our April meeting when a student is sponsored at the	Green Bay, 2001

meeting by a chapter member and then the students typically presents what they did for the year.	
We invite students who are majoring in HR to attend our general meetings as our guests (no fee).	Fond du Lac, 2001
Invite students to volunteer for meetings (membership interaction committee). Offer mentorship programs. Sponsor a student night.	Greater Madison Area, 2001
Our chapter has developed a close relationship with the SHRM student chapter at WWTC. They presented a "jeopardy" style game to our chapter with questions they were studying for the HR games competition. Our professional chapter had fun and a challenge in keeping up with the students' HR knowledge. Our chapter has contributed to the student SHRM team's trip to the regional HR games.	La Crosse, 2001
HR \$1000 Scholarship that is awarded in May to a student majoring in HR from the Manitowoc Area.	Lakeshore, 2001

<b>Member Software</b>	
Excel	Central Wisconsin, 2001
Invest in updates for personalized Access Database.	Greater Madison Area, 2001
We are part of the Association of Commerce and they maintain our member database.	Fond du Lac, 2001
Quarto Pro	Lakeshore, 2001
Word	Fox Valley, 2001

<b>Chapter Administration/Accounting</b>	
We have Judy our executive Director. We review her contract on an annual basis.	HRMA, 2001
We pay for Administrative support through our	Fond Du Lac, 2001

Association of Commerce. They maintain our records, financial reports, send membership information etc. It works great!	
QuickBooks. Chapter Administrator.	Greater Madison Area, 2001
Secretary, newsletter; Treasurers, financial and monthly reports; Membership Chair, membership duties.	Central Wisconsin, 2001
We don't have a chapter administrator. We are, however, looking into administrative support from our local chamber of commerce office.	Sheboygan, 2001
End of 2000, hiring a part-time chapter administrator. Responsibilities include email, word process, managing board programs, meeting logistics, membership mailings and tracking, membership and meeting attendance and statistics. Treasurer handles accounting functions at this time.	Fox Valley, 2001

<b>Other</b>	
Have their own web site and pay for the upkeep by a web masters. The web site includes meeting registrations, annual membership dues, and directory.	Blackhawk, 2001
We co-sponsor Business, Industry and Education day each year with the Education Council.	Fond du Lac, 2001
We sponsor a HR Professional of the year.	Fond du Lac, 2001
Board planning meetings to follow up on yearlong initiatives.	Fox Valley, 2001
We provide \$500 in HR related scholarships each year.	Fond du Lac, 2001
We co-sponsored a Labor Survey with the Association of Commerce.	Fond du Lac, 2001
Maintain their own web site.	HRMA, 2001
Post announcements of on web site when HRMA is featured in the local news.	HRMA, 2001
HR Excellence Awards	HRMA, 2001

Purchased laptop Computer in 2000. For Secretaries use.	Fox Valley, 2001
Board recognition and reward. They have 4 programs for Board participation: National leadership conference, State leadership conference, and National SHRM conference, State SHRM Conference. Board members can qualify for parts of these events to be paid by chapter.	Fox Valley, 2001
We did a member survey, modeled after the one used in the Madison chapter. As a result, we have changed our meeting time to noon instead of in the morning. Our attendance has increased 30-40%.	La Crosse, 2001
HR Professional of the Year that is awarded in May. The person can be nominated by their peers, employees, and supervisors. Give a SHRM Clock.	Lakeshore, 2001
"Member Connection" Service provided to get members together with others who need assistance on new projects, policies and HR concerns.	Sheboygan, 2001

If you have a BEST PRACTICE that you would like to include in this section in the future, please send your submission to Cindy Cerro, 2659 Thomas Drive, Madison, WI 53558. You can also email it to [tcerro@aol.com](mailto:tcerro@aol.com).