



Maine Local Government Human Resources Association (MLGHRA)

2024-2025 Membership Application

Contact Information (visible to other members)

Full Name: _____ Job Title: _____

Employer/Organization: _____

Business Mailing Address: _____

City: _____ State: ME Zip: _____

Phone (Office Business Cell): _____ Business Email: _____

Supervisor Name & Job Title: _____

Which category best describes the organization you work for?

- Municipality with an HR Department
- Municipality with an HR Department AND extensive HR functions are performed within specific departments (e.g. Police and Fire)
- Municipality without an HR Department
- School District
- County Government
- State Agency
- Quasi-Government Agency

Current Human Resources Responsibilities (check all that apply):

- Benefits Administration
- Compensation/Classification
- Drug & Alcohol Testing
- EEO/ADA/AAP
- Employee Records/HRIS/HRMS
- Employee Relations
- Employment Law/Compliance
- Job Description Maintenance

- Labor Relations/Collective Bargaining
- LOA Administration (FMLA, Military)
- New Hire Onboarding
- Payroll/HR (pay/status changes)
- Performance Management
- Policies and Procedures
- Recruiting and Hiring
- Retirement Plans

Job Description Attached (optional)

- Risk Management
- Safety
- Training & Development
- Wellness
- Workers Compensation
- Workforce Planning
- Workplace Investigations
- Other _____

What % of time do you spend on the HR responsibilities you checked? 0-25% 25-50% 50-75% 75-100%

Professional Certifications held:

- PHR SHRM-SCP CLRP CEBS
- SPHR IPMA-HR CP PLP/CPTD Other: _____
- SHRM-CP IPMA-HR SCP CCP Other: _____

Check Desired Membership Type:*

- Associate Member (\$35) Professional Member (\$35) Lifetime Member (\$0)

**Subject to By-Laws. Only Professional Members are entitled to vote on Association business and serve on the Board.*

I would like to be added to the MLGHRA listserv and receive MLGHRA-related information via email:

- YES NO

I am interested in serving on a committee or board (check all that apply):

- Membership Website Training & Development Policy & Bylaws Board of Directors

Please return this form with membership dues payment of \$35.00 to:*

Maine Local Government Human Resources Association, 60 Community Drive, Augusta, ME 04330

*Annual dues run July 1 - June 30. Applicants who do not qualify for Professional Membership may join as an Associate Member. Membership follows the individual. Therefore, if employment changes to another municipality, the individual will continue to be a member at their new location. Please email training@memun.org to update your contact information.