

JOB DESCRIPTION

Position title:	Certification Director	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

This position will manage the chapter's SHRM and HRCI certification programs. Increase the number of chapter members who are certified by the SHRM Certification Commission and the HR Certification Institute. Encourage members to become certified and recertified.

Responsible To:

- The members of the chapter
- The chapter president
- State Council Certification Director

Position Responsibilities

- Regularly present a certification report or update to the chapter president and fellow chapter members.
- Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM and HRCI certification study group meetings and preparation courses.
- Make announcements about benefits of both the SHRM and HRCI certifications and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's SHRM and HRCI certification study group and preparation courses at membership meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
- If there is no chapter study group or preparation course, promote and assist in the development of a study group.
- Recognize at meetings those who became SHRM and/or HRCI certified through passing of the certification exam
- Forward a list of known SHRM and HRCI certified members to the chapter membership chair and newsletter chair for publication and recognition.
- Oversee marketing and promotion of chapter certification initiatives to include chapter website, email communications to membership, newsletter, social media, etc.
- Provide information about recertification Professional Development Credits (PDCs) and HRCI Recertification Credits to members including online tracking program.

- Provide information about any changes in recertification requirements.
- Work with the chapter VP, Programs to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the Certification webpage is up to date with relevant content regarding SHRM and HRCI certifications and local preparation courses.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Certification Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Chapter certification director must be certified as a SHRM-CP or SHRM-SCP.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.

Resources Available:

- SHRM supplies the following resources for chapter Certification Directors/Chairs in [SHRM's Volunteer Leader Resource Center](#) and/or www.shrmcertification.org.
 - Recorded SHRM Certification webinars
 - SHRM Certification Toolkit
 - Certification Handbook
 - Recertification Handbook
 - Resources for Chapter Study Groups
 - Preferred Provider Resources

Note: Check for new and updated resources that are continually being developed.