

Certification Director

Position Overview:

Promotes SHRM and HRCI certification activities for the chapter and its members. Manages the chapters SHRM certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourages members to become certified and recertified.

Term:

The Certification Director is elected to a three-year term.

Key Responsibilities:

- Promotes SHRM certification and provides information about recertification to
- members. Recognizes all newly-certified members at a monthly meeting and in the
- newsletter.
- Assists with coordination of the spring and fall SHRM Certification Prep classes.
- Provide information about any changes in recertification requirements.
- Work with the chapter program director to secure and maintain the SHRM Certification Recertification Provider status for applicable chapter programs.
- 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.
- Attend all monthly membership and board of directors meetings.
- Responds to any other requirements of the Chapter President and State Certification Director.
- Represents the chapter in the Human Resources community.
- Works with Technology Director to maintain online (chapter website and social media outlets) content relative to position.

Requirements:

Chapter Certification Director must be certified as a SHRM-CP or SHRM-SCP.