



## **Chapter Certification Director**

### Function:

Manage the Chapter's SHRM Certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourage members to become certified and recertified.

### Responsible To:

- The members of the Chapter
- The Chapter President
- State Council Certification Director

### Responsibilities:

1. In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist-Chapters & State Councils and Field Services Director (FSD)], establish Chapter certification and recertification goals and work toward achieving successful outcomes.
2. Serve as SHRM Recertification Provider point of contact for the Chapter account.
3. At least one time during the year, utilize the SHRM Certification and Recertification presentations for affiliates, and report outcomes back to SHRM staff. The presentation templates are available on the Volunteer Leaders' Resource Center (VLRC): <https://community.shrm.org/vlrc/home>.
4. Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
5. Make announcements about benefits of SHRM certification and/or provide newsletter copy or web site text on benefits.
6. Provide information about the chapter's SHRM certification study group at membership meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
7. If there is no chapter study group, provide information to members about alternative study methods.
8. Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
9. Forward a list of known SHRM certified members to the chapter membership chair and newsletter chair for publication and recognition.
10. Provide information about recertification Professional Development Credits (PDCs) to members including online tracking program.
11. Provide information about any changes in recertification requirements.
12. Work with the chapter program chair to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
13. Maintain communication with the state council certification director and SHRM staff as needed.
14. Participate in SHRM Certification Core Leadership Area teleconferences/webcasts and disseminate information to Chapter Board and membership.
15. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Updated: 5/14/21

SHRM Resource: <https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-position-descriptions>

16. Represent the chapter in the human resource community.
17. Participate in the chapter responsibilities at the annual state conference.
18. Attend at least 75% of all monthly chapter board meetings.

Requirements:

- 1. Must be a SHRM national and Chapter member in good standing.
- 2. Chapter Certification Director must be certified as a SHRM-CP or SHRM-SCP.

Updated: 5/14/21

SHRM Resource: <https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-position-descriptions>