

Chapter Certification Chair Job Description

Position Summary:

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

Qualifications:

Preferred to be SHRM / HRCI Certified or currently working towards certification.

Responsible to:

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

Responsibilities:

- Make announcements about benefits of SHRM certification and / or provide newsletter copy or website text on benefits.
- 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).
- If there is no Chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
- Forward a list of known SHRM certified members to the Chapter Membership Chair and Communication Chair for publication and recognition.
- Provide information about any changes in recertification requirements.
- Work with the Chapter Program Chair 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.
- Represent the Chapter in the Human Resources Community.