

CERTIFICATION CHAIR

Position Summary:

Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the HR Certification Institute.

Responsible To:

The members of the chapter
The chapter president
State council certification director

Responsibilities:

- Work with the monthly program coordinators to secure HR Certification Institute approved-for-credit status for applicable chapter programs.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the state council certification director and the HR Certification Institute staff as needed.
- Participate in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Assist with coordinating speakers and topics for programs.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Requirements:

Chapter certification director must be certified, or in the process of being certified, by HR Certification Institute.

Resources Available:

- SHRM supplies the following resources for chapter certification chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc
- HR Certification Institute available online at <http://www.hrci.org/>
 - HR Certification Institute offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.