



Certification Director

Primary Purpose:

The fundamental purpose of this position is to promote certification activities for the state council, SHRM affiliated chapters and their members. This position is responsible to facilitate discussions to the local chapters on how to achieve certification credits, why certification exists and how SHRM Certification works.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Hold regularly scheduled meetings with local chapters via phone, webcasts, face-to-face meetings, etc. to promote certification. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
3. Report to the state director on a regular basis concerning activities promoting certification throughout the state.
4. Promote the certification of human resource professionals through SHRM.
5. Promote the formation of chapter study programs to facilitate the certification of chapter members.
6. Promote the partnering of chapters and universities to conduct certification preparation courses using the university-based SHRM Learning System.
7. Encourage the certification of council members.
8. Develop communication programs in and about certification (e.g. topical, process, re-certification, issues, etc.).
9. Work with the membership and professional development director to identify core needs of local chapters as well as establishing goals for the state council including any conferences that are sponsored by the state council.

Minimum Requirements:

1. Must be a SHRM member in good standing, a member of a local chapter and hold a SHRM Certification during his/her tenure.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of certification (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for four additional consecutive years for a total service of six years.