

# Virginia SHRM State Council

## Certification Director

### Position Summary:

Promotes certification activities for the state council, SHRM affiliated chapters and their members.

### Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Report to the president on a regular basis concerning activities promoting certification throughout the state.
- Promote the certification of human resource professionals through the HRCI and SHRM.
- Promote the formation of chapter study programs to facilitate the certification of chapter members.
- Promote the partnering of chapters and universities to conduct certification preparation courses using the university-based SHRM Learning System.
- Encourage the certification of council members.
- Develop communication programs in and about certification (e.g. topical, process, re-certification, issues, etc.).
- Handles certification credits for the annual state leadership conference and other council activities as needed; may need to assist with state conference as well.
- Coordinates with program developers to ensure needed certification materials are submitted as needed.

### Requirements:

- Must be a SHRM member in good standing. HRCI and SHRM certification required.
- Serves a two year term beginning the first day of January and ending the last day of December.