



### **Certification Director**

#### **Position Summary:**

Promote 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.
- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Report to the State Director on a regular basis concerning activities promoting certification throughout the state.
- Promote the certification of Human Resource Professionals through 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.).
- Handle certification credits for the annual State Conference and other Council activities as needed; may need to assist with State Leadership Conference.
- Coordinate with program developers to ensure needed certification materials are submitted as needed.
- Manage the annual State Council Certification Scholarship and National Scholarship.
- Reach out and engage with the chapter counterpart on a quarterly (at minimum) basis. Attending chapter and/or board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council Director.

#### **Requirements:**

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