

## CERTIFICATION CHAIR

### Position Summary:

Manage the chapter's certification study program. 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

### Requirements:

Chapter certification director must be certified by HR Certification Institute.

### Responsibilities:

- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group at membership meetings and in the newsletter.
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who pass the test.
- Forward a list of HR Certification Institute-certified members to the chapter membership roster chair and newsletter chair for publication.
- Provide information about recertification to members including online tracking program.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Work with the chapter program chair and professional development chair to secure HR Certification Institute approved-for-credit status for applicable chapter programs.
- Maintain communication with the state council certification director and the HR Certification Institute staff as needed.
- Attend all monthly membership and board of directors meetings.
- 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.
- Represent the chapter in the human resources community.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter certification chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
  - [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- HR Certification Institute available online at <http://www.hrci.org/> (offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/> to assist chapters to promote certification to members, get chapter meetings approved for recertification credit, create a study group and more.)