

## **CERTIFICATION CHAIR**

### **Winona Area SHRM**

#### **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 SHRM Certification.

#### **Responsible To:**

The members of the chapter  
The chapter President  
State Council Certification Director  
The chapter Board of Directors

#### **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 SHRM 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 to secure SHRM Certification approved-for-credit status for applicable chapter programs.
- Maintain communication with the state council certification director.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.
- Upon completion of position's term, assist the incoming SHRM Certification Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

#### **Term of Office:**

The term for this position is January 1<sup>st</sup> through December 31<sup>st</sup>. Consecutive terms may be held with no term limit.

**Requirements:**

- Chapter certification director must be SHRM certified.
  
- Chapter member is good standing. Must be a national member of SHRM for entire term of office.

**Resources Available:**

- SHRM supplies the following resources for chapter certification chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

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