



Elk River, MN

## CERTIFICATION CHAIR

### Position Summary:

Manage the Chapter's SHRM Certification program. Increase the number of SHRM-CP or SHRM-SCP Chapter members who are certified through the SHRM Certification Commission. Encourage members to become certified and/or recertified. One year term, may serve 2 terms.

### Responsible To:

The members of the Chapter  
The Chapter President  
State Council Certification Director

### Requirements:

- Must maintain SHRM membership in good standing
- Chapter Certification Chair **must** be certified as a SHRM-CP or SHRM-SCP
- Must attend monthly membership meetings and Board meetings as scheduled

### Responsibilities:

- In partnership with the Chapter Board, the State Council, and SHRM staff (Certification Relations Specialist-Chapters and State Councils and Field Services Director (FSD), establish Chapter certification and recertification goals and work toward achieving successful outcomes.
- Serve as SHRM Recertification Provider point of contact for the Chapter account.
- At least one time during the year, utilize the SHRM Certification and Recertification presentations for affiliates, and report outcomes back to SHRM staff. The presentation templates are available on the Volunteer Leaders' Resource Center (VLRC):  
<https://community.shrm.org/vlrc/home>
- Coordinate with the Program Chair, lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings (if any)
- Inform Chapter members regarding the benefits of SHRM certification and/or provide promotional information through Chapter Website or coordination with Social Media Chair on certification benefits
- Provide information regarding any Chapter SHRM certification study group at membership meetings, on Chapter website, Chapter social media sites (if applicable)
- If there is no Chapter study group, provide information to members about alternative study methods
- Recognize individual Chapter members who have become SHRM certified
- Provide information about recertification Professional Development Credits (PDCs) to members including online tracking program
- Provide information about any changes in recertification requirements
- Work with the Chapter Program Chair to secure and maintain the SHRM Certification Preferred Provider status for applicable Chapter programs
- Maintain communication with the State Council Certification Director and SHRM staff as needed.

- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts and disseminate information to Chapter Board and membership
- Provide certification updates at the Board of Director meetings
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter
- Represent the Chapter in the human resource community
- Upon completion of the position's term, assist the incoming Certification Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:

- SHRM supplies the following resources available online at <https://community.shrm.org/vlrc/home>