**Job Description**

**Position Title: VP Certifications Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Member, Chapter Term: 1 year**

**Position Summary:**

This position will manage the chapter’s SHRM and HRCI certification programs. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission and the HR Certification Institute. Encourage members to become certified and recertified.

**Responsible To:**

* The members of the chapter
* The chapter president
* State Council Director

**Position Responsibilities**

* In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist-Chapters & 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): [vlrc.shrm.org](https://community.shrm.org/vlrc/home).
* Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
* Make announcements about benefits of SHRM certification and/or provide newsletter copy or web site text on benefits.
* Provide information about the chapter’s SHRM certification study group at membership meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
* If there is no chapter study group, provide information to members about alternative study methods.
* Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
* Forward a list of known SHRM certified members to the chapter membership chair and newsletter chair for publication and recognition.
* 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.
* 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. Attend all monthly membership and Board of Directors’ meetings.
* Chair meetings of the certification committee and work with the VP of Programs to select topics and speakers for monthly program to provide information on topics of broad interest to chapter members.
* Recruit members to serve on certification committee. Assist members of the committee as needed or requested.
* Coordinate efforts with other members of the chapter board of directors to best serve the membership.
* Serve as resource to certification committee members in arranging monthly meetings.
* Provide information regarding programs and services to the chapter management, Marketing & External Relations Chair, Social Media & Electronic Communications Chair, members, and others through presentations, written communications, and personal contact.
* Regularly present a certification report or update to the chapter president and fellow chapter members.
* Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM and HRCI certification study group meetings and preparation courses.
* Oversee marketing and promotion of chapter certification initiatives to include chapter website, email communications to membership, newsletter, social media, etc.
* Apply for HRCI and SHRM PDCs and recertification credits for chapter meetings and assist the Conference Chair in obtaining HRCI and SHRM PDCs and recertification credits for the annual conference.
* Review final preparations for meetings to assure that meetings run smoothly.
* Review program evaluations for feedback to be used in planning future events. Provide feedback report to speaker and board of directors.
* Keep abreast of developments in the human resources field to provide timely programs and services.
* Serve as liaison between members of the certification committee.
* Maintain communication with the state council and SHRM staff as needed.
* 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.
* Attend all certification meetings.
* Attend all monthly membership and board of directors meetings.
* Upon completion of the position’s term, assist the incoming Vice President of Certification to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

* Must be an SHRM national and Chapter member in good standing for entire term of office.
* Must be willing to attend SHRM functions and work in a consistent timely fashion.
* SHRM-CP or SHRM-SCP Certification is required.

**Resources Available:**

SHRM supplies the following resources for chapter Certification Directors:

* Website Updates: Recertification Copy
* Competency-based Workshops
* Website updates: Certification Copy
* Website Update: Certification Prep Copy

And MUCH MORE…available online at the SHRM’s Volunteer Leader Resource Center at vlrc.shrm.org

**Note:** Check for new and updated resources that are continually being developed.