

BNHRC Position Description DIRECTOR OF CERTIFICATION

Position Summary:

Increase the number of chapter members who are certified PHR/SPHR by the Human Resource Certification Institute (HRCI) and/or SHRM-CP/SCP by the Society for Human Resource Management (SHRM). Encourage members to become certified.

Responsible To:

- The members of the chapter
- The chapter President
- State council certification director

Responsibilities:

- Applies for and subsequently provides recertification credit information monthly to members.
- Provides information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Attends and participates in meetings of the Program Committee, as needed.
- Makes announcements about benefits of certification and/or provide membership communication or website text on benefits.
- Provides information about the chapter's certification study group at membership meetings and in membership communications. Leads, plans, and arranges for speakers and materials at the certification study group meetings. If there is no chapter study group, provides information to members about alternative study methods.
- Assists those interested in certifying with the testing process, procedures, and test locations.
- Responds to requests from members and non-members interested in obtaining more information regarding the certification process.
- At chapter meetings, recognizes newly certified members.
- Maintains communication with the State Council Certification Director, the HRCI and SHRM staff as needed.
- Attends and participates in monthly Board and chapter meetings.

- Provides updates at monthly Board meetings, chapter meetings and in membership communications, as needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the Human Resources community.

Requirements:

- The Director of Certification must be either HRCI or SHRM certified.

Revised 8/11/2017