



Job Description

Board Position: Director of Certification
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Director of Certification manages the chapter's certification review program. Encourages members to become certificated and recertified and assist in providing credit approved programming. The Director of Certification serves a two-year term.

Responsibilities

- Provide verbal and written communication to membership on the benefits of certification.
- Assist Director of Programs in the selection of programs, events and speakers.
- Provide information on the chapter's study groups or alternative study methods.
- Recognize members who have recently certified or recertified.
- Provide information on any changes in the recertification requirements, policies, exam cost, etc.
- Submit content for Professional Development Credits and ensure content is approved for a certification recognized by SHRM.
- Provides a list of HRCI-certified members to the chapter's VP of Membership and Director of Publicity for tracking and publication.
- Provide information about recertification to members including online tracking program.
- Distribute certification information to the membership, as appropriate, after each event approved for certification or recertification credit.
- Participate in SHRM/HRCI Core Leadership Area conference calls and webcasts.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Chapter Certification Director must be Certified by HRCI or SHRM
- Designated member of the Hampton Roads Chapter
- Proactive and responsive

- Highly organized
- Comprehend the SHRM body of knowledge

Responsible To

- Chapter Members
- Chapter President