

# Job Description

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## PROFESSIONAL DEVELOPMENT & CERTIFICATION DIRECTOR

### **Summary:**

Manage the activities of the Professional Development Committee to provide seminars, workshops and other professional development opportunities for the chapter membership. Increase the number of chapter members who are certified PHR/SPHR by the Human Resource Certification Institute. Encourage members to become certified and recertified.

### **Responsible To:**

The members of the chapter  
The Chapter President  
State Council Professional Development Director

### **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.
- Make arrangements for the test to be given in the chapter city. If the test is not offered in the chapter city, make sure applicants have information about test locations.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI-certified members to the chapter Membership Roster Chair and Newsletter Chair for publication.
- Plan/facilitate the chapter's HRCI Item-Writing Workshop, if applicable.
- Provide information about recertification to members.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
- Attend all monthly membership meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

### **Resources Available:**

- SHRM supplies the following resources for Chapter Certification Chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Human Resource Certification Institute available online at <http://www.hrci.org/>
  - HRCI offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.