



VOLUNTEER POSITION DESCRIPTION

Certification Director

The Certification Director is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee. The Certification Director provides leadership and arranges for training for local members who are preparing to be certified or recertified as a human resource professional. Society for Human Resource Management (SHRM) and The Human Resource Certification Institute (HRCI) both administer HR certifications. Guidance may be delivered on an individual basis or in a study group setting.

RESPONSIBLE TO

The members of BV-SHRM
The members of the certification study group
The President of BV-SHRM
The BV-SHRM Executive Committee

RESPONSIBILITIES

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Promotes the certification process within the local chapter.
- Maintains knowledge of the requirements for certification as prescribed by SHRM & HRCI.
- Organizes and implements a study group, allowing ample time to complete the appropriate sections prior to the pending test date.
- Recruits local members to join the local study group.
- Arranges for the duplication and delivery of basic study materials.
- Arranges for facilities to conduct the study group meetings.
- Communicates with each candidate to ensure participation and success.
- Arranges for guest instructors to lead/teach subject areas in which they may have an expertise.
- Assists with the candidate's application and deadline compliance as needed.
- Follows-up with each of the candidates that took the test, to document the local success rate.
- Reviews processes in order to implement improvements for subsequent study groups.

Financial

- Exercises prudent responsibility in the expenditure of the certification budget.
- The budget may include funds for duplicating material, communications, and other necessary costs.

REQUIREMENTS

- Must be a SHRM member in good standing elected by the chapter membership.
- Must hold current certification as a PHR or SPHR.
- Should have ability to attend majority of monthly membership meetings.
- Should have ability to attend majority of monthly Executive Board meetings.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Must exhibit leadership and teambuilding skills.
- Should have good organizational skills, written and verbal communication skills.
- A basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.

ESTIMATION OF VOLUNTEER HOURS

- 4.5 hours per month
 - 2.0 hours for monthly BV-SHRM luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
- 3.5 hours per week for 8 weeks in Spring and Fall Certification Class preparation
- ½ Day Executive Committee Planning Session in January annually.