



VOLUNTEER POSITION DESCRIPTION

Recertification Chair

The Recertification Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she services as a member of the Executive Board and provides services to the members of the organization by maintaining the Association's certification provider status with HRCI and SHRM.

RESPONSIBLE TO

The members of BV-SHRM
The President of BV-SHRM
The Executive Committee of BV-SHRM

RESPONSIBILITIES

- Maintains a current active BV-SHRM membership.
- Maintains BV-SHRM's certification provider status with HRCI and SHRM.
- Completes annual certification provider renewals and audits upon notification.
- Submits program and presenter information to HRCI and SHRM for recertification credit approval once received from the VP of Programs.
- Creates attendance receipts for the monthly programs and send to the President.

REQUIREMENTS

- Must be a BV-SHRM member in good standing appointed by the President.

ESTIMATION OF VOLUNTEER HOURS

- 1-2 hours per month