Position Title: Director, Education & Development

Position Summary:
Serve as an appointed/elected member of the Chapter leadership. Manage the Chapter's certification study program. Encourage members to become certified/recertified. Increase the number of Chapter members who are certified PHR/SPHR/GPHR by the Human Resource Certification Institute (HRCI). Manage the scholarship program, internship program, and college outreach efforts. Serve as a liaison with the Wisconsin State Certification Director and the Wisconsin State College Relations Director in carrying out these tasks. It is advisable that the Director, Education and Development serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
The Chapter President
State Council Certification Director
State Council College Relations Director

Position Responsibilities:

- Lead the Education and Devleopment Committee. Delegate following responsibilities as appropriate.s
- 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.
- Recognize members who have recently received their certification at meetings.
- Forward a list of HRCI-certified members to the Chapter Membership Roster Chair and Newsletter Chair for publication.
- Provide information about recertification to members including online tracking program. Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Work with the Chapter Program Chair to secure HRCI approved-for-credit status for applicable Chapter programs.
- Develop scholarship application evaluation criteria and design the appropriate materials. Promote the scholarship program and internship program to local colleges and universities. Evaluate applications and recommend recipients. Recommend improvements to scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/Chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Coordinate and/or write regular certification/college relations/education updates for Chapter newsletter. 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.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)

- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President and State Certification/College Relations Director.
- Maintain SHRM member ship for term of office.

Last Updated: 3/19/2008