



JOB DESCRIPTION

DIRECTOR OF CERTIFICATION (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Certification is responsible for overseeing the GMA SHRM's SHRM Certification program, aiming to increase the number of members certified as SHRM-CP or SHRM-SCP. This position promotes certification and recertification among members.

Responsible To:

Vice President of Programming

Responsibilities:

- Collaborate with the Chapter Board, State Council, and SHRM staff (Certification Relations Specialist for Chapters & State Councils and Field Services Director) to set and achieve Chapter certification and recertification objectives.
- Work with Chapter Administrator to manage SHRM Recertification Provider contact for the Chapter account.
- Coordinate with the lead instructor and/or lead to organize speakers and materials for SHRM certification study group meetings.
- Promote the benefits of SHRM certification through announcements, newsletter content, or website text.
- Share information about the GMA SHRM's SHRM certification study group during membership meetings, on the chapter website, social media, and in the chapter newsletter (if applicable). If no chapter study group exists, inform members about alternative study options.
- Acknowledge individuals who achieve SHRM certification or pass the test during meetings.
- Send a list of SHRM certified members to the chapter membership chair and newsletter chair for recognition and publication.
- Work with Chapter Administrator to manage recertification Professional Development Credits (PDCs) for members, including online tracking.
- Coordinate with Chapter Administrator to update members on changes in recertification requirements and ensure the chapter maintains SHRM Certification Preferred Provider status for relevant programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts and share information with the Chapter Board and membership.
- Engage in quarterly calls with the State Council Certification Director and other WISHRM Chapter Certification Directors to discuss certification initiatives, progress, and best practices.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- SHRM member in good standing.
- Must be certified as SHRM-CP or SHRM-SCP.
- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three to five hours.