



## Fargo Moorhead Human Resource Association

### Certification Director Job Description

The Certification Director is an appointed position  
The Certification Director position is a two year term  
The Certification Director is a voting position on the Board of Directors  
The Certification Director must be a SHRM member in good standing  
The Certification Director must be certified SHRM (HRCI Certification Optional)

#### Position Summary:

Coordinate certification opportunities for membership. Submit recertification for all programming to appropriate certification bodies. Create/manage the chapter's certification study program. Encourage members to become certified and recertified. Work to increase the number of chapter members who are certified through SHRM (SHRM-SCP or SHRM-CP).

#### Responsibilities:

- Coordinate recertification approval for programming with SHRM and HRCI.
- Serve as preferred provider with SHRM certification system.
- Partnering with the Professional Development Director, coordinate certification preparation study group and/or promote exam preparation options to members.
- Work with the Professional Development Director to seek out opportunities and/or create opportunities for recertification credits.
- 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.
- Recognize at meetings those who pass the test (newspaper, Chapter newsletter, and Chapter meetings).
- Provide information to the State Certification Director on individuals who have obtained their certification.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc. to membership via announcements, presentations, newsletter, etc.
- Maintain communication with the state council certification director and the HR Certification Institute/SHRM staff as needed.
- Participate in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
- Work with Membership Director to ensure certification information correct in the database.
- Work with Communications Director to maintain and update content for the HR Certifications page on the FMHRA website
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Certification Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.

Rev 06/2019 KW