



## Fargo Moorhead Human Resource Association

### Professional Development Director Job Description

The Professional Development Director is an appointed position  
The Professional Development Director position is a two year term  
The Professional Development Director is a voting position on the Board of Directors  
The Professional Development Director must be a SHRM member in good standing

#### Position Summary:

Promote professional development and continuing education to Chapter members, specifically SHRM Certification (SHRM-CP and SHRM-SCP) and HRCI Certification (PHR/SPHR/GPHR). Encourage members to become certified and recertified. Maintain and promote the Chapter library.

#### Responsibilities:

- Promote the advantages of and the process for obtaining the HR certification and recertification to Chapter members.
- Track and increase the number of members who obtain their SHRM-CP/SHRM-SCP and PHR/SPHR/GPHR certification.
- Partner with agencies providing certification opportunities and distribute information to members.
- Recognize individuals that have obtained their certification at Chapter meetings and in newsletter.
- Coordinate the mailing of recognition letters to company officials of newly certified members.
- Provide information to the State Certification Director on individuals who have obtained their certification.
- Partnering with the Certification Director, coordinate certification preparation study group and/or promote exam preparation options to members.
- Administer FMHRA's certification scholarship program.
- Maintain inventory of all library materials available to FMHRA members.
- Update the website as needed to publish accurate record of resources available.
- Promote library to Chapter members via email and newsletter.
- Purchase library materials and purge outdated materials as needed.
- Distribute training opportunities to members as requested.
- Work with Communications Director to maintain and update content on the following FMHRA Website pages: Events; HR Conferences, FMHRA Library, and Mentor Program.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Professional Development position.
- Attend and contribute to monthly Chapter and Board meetings including scheduled planning meetings.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter By-laws and Constitution.
- Represent the Chapter in the Human Resources community.