



Certification Director

Function:

Serves as an appointed member of the chapter board. This position relates to the HRCI (Human Resources Certification Institute) which certifies human resource professionals as a PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources). Will promote human resource certification among chapter members and assist with study group efforts.

Responsible to:

- Members of the chapter
- Chapter President

Responsibilities:

1. Promotes SHRM certification to chapter members.
2. Assists members in certification process by obtaining applications and study supplies.
3. Organizes certification study groups for semi-annual testing.
4. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
5. Attend all monthly membership and board of directors meetings.
6. Represents the chapter in the Human Resources community.