



## 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 by HRCI and/or SHRM

#### 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 PHR/SPHR/GPHR by the HR Certification Institute.

#### Responsibilities:

- Coordinate recertification approval for programming.
- Serve as preferred provider with SHRM certification system.
- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- 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 and partner 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.