

CERTIFICATION DIRECTOR

Function

Increase the number of chapter members who are certified PHR/SPHR by the Human Resource Certification Institute. Encourage members to become certified and recertified.

Responsibilities

1. Develop study groups for certification. Lead, plan, and arrange for speakers and materials at the certification study group meetings.
2. Make announcements about benefits of certification at EIHRA events and provide updates for the newsletter, website and LinkedIn.
3. Provide information about the chapter's certification study group at membership meetings, for the newsletter, website and LinkedIn. If there is no chapter study group, provide information to members about alternative study methods.
4. Provide information at chapter meetings regarding test locations.
5. Recognize, at chapter meetings, those who pass the test and become certified.
6. Obtain pre-approval for SHRM HRCI re-certification credit for all EIHRA Chapter membership meetings, conferences, and workshops/seminars.
7. Provide information about recertification to members, including any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
8. Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
9. Attend 75% of Chapter and Board of Directors meetings.
10. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meeting.
11. Serve on various Chapter event committees, as needed.
11. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
12. Represent the chapter in the Human Resources community.
13. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing.
HRCI certified is a plus.

Term

Two years and three months

7-15-03; 1-1-04

Revised 02-01-05; 06-05-09