# Certification Director

Volunteer Role – Position Description

## Role Summary

The Certification Director manages the Chapter’s SHRM Certification program. This role aims to increase the number of members who obtain or maintain SHRM-CP or SHRM-SCP certifications. The Director encourages certification, supports recertification efforts, and promotes the value of SHRM credentials among members.

## Reports To

- Chapter Members  
- Chapter President  
- State Council Certification Director

## Key Responsibilities

* - Collaborate with the Chapter Board, State Council, and SHRM staff to establish certification and recertification goals and ensure successful outcomes.
* - Serve as the SHRM Recertification Provider point of contact for the Chapter.
* - Coordinate SHRM certification study group meetings, including scheduling instructors and arranging materials.
* - Promote SHRM certification benefits through announcements, newsletters, and website content.
* - Publicize the certification study group via membership meetings, the chapter website, social media, and newsletters.
* - Provide alternative study resources for members if a study group is unavailable.
* - Recognize and celebrate members who achieve SHRM certification.
* - Share a list of certified members with the membership and newsletter chairs for recognition purposes.
* - Educate members on Professional Development Credits (PDCs) and SHRM’s online tracking tools.
* - Communicate updates on recertification requirements to members.
* - Support the Program Chair in securing and maintaining SHRM Certification Preferred Provider status for events.
* - Maintain regular contact with the State Council Certification Director and SHRM staff.
* - Attend SHRM Certification Core Leadership Area teleconferences/webcasts and distribute relevant information.
* - Contribute to both short- and long-term strategic planning for the Chapter.
* - Represent the Chapter within the broader HR community.

## Qualifications

* - Proven leadership experience in relevant industries or fields.
* - Strong analytical, critical thinking, and problem-solving skills.
* - Excellent communication and interpersonal abilities.
* - A track record of strategic thinking and decision-making.
* - Broad-based expertise that adds value to the board’s skill set.
* - Commitment to the mission and values of Northern Colorado and SHRM
* - Current Northern Colorado/SHRM member in good standing
* -SHRM-CP or SHRM-SCP certified and in good standing

## Expectations

* - Regular attendance at NCHRA events.
* - Regular attendance at Board of Directors meetings.
* -Regular attendance at the Certification CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)