

Role Description Certification Chair

Position Summary:

The Certification Chair manages the Chapter's SHRM Certification program. This role develops initiatives to increase the number of Chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. The Certification Chair encourages members to become certified and recertified. This role also obtains recertification credits for all Chapter programs and events that qualify.

Responsible To:

- The members of the Chapter
- The Chapter President
- NY State Council Certification Director

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.
- Holds active certification as a SHRM-CP or SHRM-SCP.

Responsibilities:

- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist-Chapters & State Councils and Field Services Director (FSD)], establish Chapter certification and recertification goals and work toward achieving successful outcomes.
- Serve as SHRM Recertification Provider point of contact for the Chapter account.
- Coordinate with the Programs Chair to obtain information needed to obtain SHRM and HRCI recertification credits for events.
- Arrange for programs and speakers to educate members and the community on the benefits of certification.
- Draft communications and social posts about the benefits of SHRM certification and/or provide newsletter and website copy.
- Administer and lead the annual Certification Grant Award application process.
- Develop and lead the chapter's SHRM certification study group.
- If there is no active Chapter study group, provide information to members about study methods.
- Recognize and celebrate members who become SHRM certified.
- Provide information and update the Board about any changes in recertification requirements.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area (CLA) webinars and disseminate information to

Chapter Board and membership.

- Ensure any certification pages on the chapter website are up-to-date with relevant content.
- Upon completion of the position's term, assist the incoming Certification Chair to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.