



Certification Chairperson Position Description

Summary:

- Manages the chapter's SHRM Certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP.

Reports To/Direct Reports:

- Reports To: Director
- Direct Reports: Certification Committee Members

Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must be a SHRM national member in good standing by October 1st prior to taking office and for the entire term of office.
- Must be a certified SHRM-CP or SHRM-SCP for the entire term of office.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Recruit members to serve on the committee.
- Educate and encourage members to become certified and recertified.
- Coordinate SHRM certification study group meetings.
- Promote the benefits of SHRM certification and certification study groups to membership using various types of outreach (e.g., email, newsletter, monthly meetings, chapter website, social media, etc.).
- Participate in SHRM and HR Florida Certification Core Leadership Area calls and webcasts.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.

- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.