



ALASKA SHRM STATE COUNCIL Position Description

Certification Director

Function

Promotes SHRM certification activities for the state council, SHRM affiliated chapters and their members.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Reports to the state director on a regular basis concerning activities promoting SHRM certification throughout the state.
3. Promotes the certification of human resource professionals through SHRM.
4. Promotes the formation of chapter study programs to facilitate the SHRM certification of chapter members.
5. Promotes the partnering of chapters and universities to conduct SHRM certification preparation courses using the SHRM Learning System.
6. Encourages the SHRM certification of council members.
7. Develops communication programs in and about SHRM certification (e.g. topical, process, recertification, issues, etc.)

Requirements

1. Must be a SHRM member in good standing. SHRM-CP or SHRM-SCP is required by the end of 2015.
2. Appointment is made by the State Council Director.
3. Serves a one-year term as dictated by the state council bylaws. May be reappointed for two additional one-year terms for a total service of three years or serves the term length as dictated by the state council bylaws.

Resources Available

- SHRM supplies the following resources for chapter certification chairs on www.shrm.org/vlrc and/or www.shrmcertification.org
 - Recorded SHRM Certification webinars
 - SHRM Certification Toolkit
 - Certification Handbook
 - Recertification Handbook
 - Resources for Chapter Study Groups
 - Preferred Provider Resources

Note: (*Check for new and updated resources that are continually being developed)