



VICE PRESIDENT OF CERTIFICATION

Position Summary:

Manage the Chapter's SHRM Certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourage members to become certified and recertified. Encourage members to become certified and recertified.

Responsible To:

The members of the chapter and the Austin SHRM board of directors.
State council certification director

Responsibilities:

- In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist, State Councils and Field Services Director (FSD)], establish Chapter certification and recertification goals and work toward achieving successful outcomes.
- At least one time during the year, utilize the SHRM Certification and Recertification presentations for affiliates, and report outcomes back to SHRM staff. The presentation templates are available on the [Volunteer Leaders' Resource Center \(VLRC\)](#).
- Lead and/or coordinate, plan, and arrange for instructors and materials for the Spring & Fall the SHRM certification study group meetings.
- Establish SHRM Certification Study Group Committee, define member roles (i.e. Student Liaison, Instructor Liaison, Moderator, and Communications Lead) and recruit members.
- Maintain database of SHRM-CP or SHRM-SCP certified instructors to cover one or more topics for each certification study group meeting. Instructors must be chapter members in good standing.
- Make announcements about benefits of SHRM certification and/or provide copy or website text on benefits for communication on chapter's social media sites.
- Provide information about the chapter's SHRM certification study group at membership meetings, on chapter website, chapter social media sites, and weekly communications.
- Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
- Forward a list of known SHRM certified members to the chapter membership chair and AHRMA office for publication/recognition.
- Provide information 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 teleconferences/webcasts and disseminate information to Chapter Board and membership.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.

- Attend all monthly membership and Board of Directors' meetings.

Requirements:

- Must be a SHRM national and Chapter member in good standing.
- Chapter Certification Director must be certified as a SHRM-CP or SHRM-SCP.