



# Job Description

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**Title:** Certification Chair  
**Committee:** Certification  
**Date Prepared:** November 2018

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## **ROLE OF THE CERTIFICATION CHAIR:**

In the role of the Certification program chair, you will plan, organize and direct other committee members in supporting and promoting professional certification credentialing for chapter members. The certification committee is responsible for developing, staffing and facilitating comprehensive SHRM exam study groups. You will have the following qualifications and are capable of carrying out the following responsibilities:

## **ESSENTIAL RESPONSIBILITIES** include but are not limited to:

- Develop CP and SCP exam study group syllabus.
- Coordinate the efforts of committee Administrator(s).
- Welcome new students, establish and maintain good communications through the course.
- Work with the Volunteer Committee to solicit and schedule guest speakers and trainers.
- Manage study group logistics including venue, refreshments, and supplies.
- Oversee purchase of study aides for participant use.
- Attend group sessions, coordinate session agendas and facilitate session discussions.
- Manage registrations and payments in partnership with LWHRA treasurer.
- Promote certification study group participation to membership through face-to-face interaction, promotional pieces, newsletter articles, website updates, and other means of communication.
- Act as custodian for association's projector.

## **QUALIFICATIONS:**

- Active chapter member.
- Minimum of 5 years of HR experience. This can be a combination of HR management, generalist, consultant, or a specialist role (i.e., benefits, compensation, recruitment, etc.)
- Knowledgeable about current HR practices.
- Skilled in preparing and managing budgets.
- Experienced leader; demonstrated familiarity in planning and organizing the work of others, delegating, and managing deadlines.
- Comfortable speaking before a group of 10 or more people.
- Willing to make a 12-month commitment to the Certification program and Certification participants.