

## Certification Director

### Position Description

Updated: January 2023

**Function:** Actively promotes certification activities for the State Council, as well as, SHRM affiliated chapters and their members.

**Responsible To:** The State 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. Promotes state and SHRM objectives and activities.
3. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Leads the certification process for the ND SHRM HR Conference.
  - b. Serves on conference committee as assigned.
4. Promotes the certification of human resource professionals through SHRM Certification; reports to the Council on a regular basis concerning activities promoting certification throughout the state.
5. SHRM Preferred Provider contact person for ND SHRM State Council responsible for maintaining status for the State Council, following program standards and guidelines, and entering relevant educational activities into the online SHRM program database.
6. Encourages the certification of Council members.
7. Communicates certification-related learning and educational opportunities out to Chapter Presidents for communication to their membership.
  - a. Promotes the partnering of chapters and universities to conduct certification preparation courses using the university-based SHRM Learning System.
  - b. Develops communication programs in and about certification (e.g. topical, process, re-certification, issues, etc.).
8. Performs special assignments as requested by state and/or SHRM leadership; other duties as assigned by the State Director.

### Requirements:

1. Must be a SHRM member in good standing.
2. SHRM certification required (the Certification Director is designated as a SHRM “Core Leadership” position.)
3. Election is made by the governing body of the State Council.
4. Attendance required at 75% of State Council meetings via phone, virtually, or in person
5. Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for one additional two-year term for a total service of four years.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

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Signature

\_\_\_\_\_  
Date