



HRCI DIRECTOR



Position Summary:

Increase the number of chapter members who are certified PHR/SPHR/GPHR by the Human Resource Certification Institute. Encourage members to become certified and recertified. Serves as a voting member of the Board of Directors.

Responsible To:

The members of the chapter
The Chapter President
State Council Certification Director

Responsibilities:

Certification:

- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group at membership meetings and in the newsletter.
- If there is no chapter study group, provide information to members about alternative study methods.
- Make arrangements for the test to be given in the chapter city. If the test is not offered in the chapter city, make sure applicants have information about test locations.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI-certified members to the chapter Membership Roster Chair and Newsletter Chair for publication.
- Provide information about recertification to members.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
- Attends bi-monthly membership and Board of Directors meetings.

Programming:

- Submit bi-monthly or special programming topics to HRCI for accreditation.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Attend all bi-monthly membership and Board of Directors meetings.
- Represent the chapter in the Human Resources community.

Requirements:

Chapter Certification Director must be certified by HRCI. Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 6 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.

Signature

Date