**DIRECTOR OF PROFESSIONAL DEVELOPMENT**

*Revised: January 2023*

**Function:**

Promotes certification of Chapter members by overseeing the coordination of certification and recertification activities, study groups and other events to encourage certification process. Stay abreast of changes to HRCI or SHRM certifications. Responsible to submit chapter meeting information to obtain recertification credits.

**Responsible to:** President

**Committee Liaison:** Certification Chair/Co-Chairs

**Responsibilities:**

* Works with certification chairperson to coordinate study groups and other certification events.
* Works with Programming to submit for and secure HRCI and SHRM recertification credits for Chapter meetings and workshops. Advise this group regarding strategies for securing strategic related topics and credits for HRCI.
* Research and understand upcoming changes to HRCI or SHRM certification programs and offerings. Interpret and communicate to board and certification chair.
* Participate in the development and implementation of short-term and long-term strategic planning.
* Participate in the SHRM Core Leadership Area webinars associated with Certification and/or Professional Development.
* Perform any other duties the Board of Directors may determine.

**SHAPE Activities (suggested):**

* Use Volunteer Leader Resource Center resources (http://shrm.org/chapters/resources/)
* Properly and consistently display SHRM “AFFILIATE OF” logo on Web site, chapter letterhead, publications and/or products.

**Requirements:**

* Must be a local SHRM member in good standing elected by the chapter membership.
* Maintain regular board/chapter meeting attendance. Miss no more than two board meetings per term.
* Must be SHRM-CP or SHRM-SCP certified.
* Commit to holding director position for 2-year term.