**DIRECTOR OF PROFESSIONAL DEVELOPMENT**

**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. Acts as a liaison to the board of directors.
* 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.
* Work with College Relations Chair on the professional development of student chapters and initiatives.
* Participate in the development and implementation of short-term and long-term strategic planning.
* Perform any of the duties of the President or President-Elect in their absence as well as any of the 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.