

SHRM Olympia Chapter

Position Description: Certification Director/Champion

Reports To

Chapter President

Estimated Monthly Commitment

8–12 hours/month

Voting Status

Voting Member

Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

Position Purpose

The Certification Director promotes and supports SHRM certification and recertification among Chapter members and the greater HR community. This role helps raise awareness of SHRM-CP and SHRM-SCP credentials, coordinates certification prep resources, and works with Programs to ensure educational offerings align with recertification opportunities.

Core Responsibilities

Certification Promotion:

- Educate members on the value and requirements of SHRM-CP and SHRM-SCP credentials
- Promote SHRM certification windows, prep tools, and partner resources
- Track Chapter certification trends and encourage recertification participation

Program Integration:

- Coordinate with Programs Director(s) to ensure Chapter events align with SHRM PDC eligibility
- Will be trained to submit SHRM or HRCI credit requests for approved events, serving as a backup to the Programs Director who currently manages this process

Member Support:

- Respond to inquiries related to certification, PDCs, and recertification deadlines
- Facilitate local study groups or promote available prep courses in partnership with SHRM WA or education providers
- Attend virtual SHRM (position related) updates and/or webinars/meetings when available through the year (see VLRC for yearly schedules)

- Coordinate with the WA State SHRM Council and/or other WA SHRM Chapter (position related) Directors

Annual Goals

- Promote at least two SHRM certification windows/year
- Ensure 8-10 events include PDC-eligible content and proper documentation
- Increase member awareness of certification by sharing info monthly or quarterly
- Maintain a master file of PDC credits granted and procedures for renewals

Deliverables & Timelines

January:

- Update and distribute SHRM certification and recertification info
- Begin reviewing first-half programming for PDC opportunities

Monthly:

- Monitor SHRM VLRC or certification updates
- Attend Board meetings and provide relevant reports

October:

- Confirm end-of-year event(s) meet PDC requirements
- Assist with planning for next year's credit process and programming

Year-Round:

- Submit SHRM credit requests as needed
- Track certification trends and promote local study group resources

Required Skills & Qualifications

This role requires attention to detail, comfort with compliance processes, and a passion for HR certification.

Key qualifications include:

- Must be SHRM-certified (SHRM-CP or SHRM-SCP)
- Organized and process-oriented with strong follow-through
- Familiarity with SHRM certification platform and resources (or willingness to learn)
- Ability to coordinate documentation, forms, and communications accurately
- SHRM National member in good standing for the duration of the term

Term Length & Succession

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Supports onboarding of successor if applicable

Collaboration & Liaison Areas

- Collaborates with Programs Director(s), President, and WA State Council Certification Lead
- May coordinate with educational institutions offering prep programs

Perks of Serving

- \$300 annual professional development reimbursement
- Invitation to the annual Board Holiday Gathering, with the full meal expense covered by the Chapter
- Leadership experience in credentialing and professional development
- Direct impact on elevating HR standards in the region

This Role Supports SHRM Olympia's Mission By

Fostering professional growth through recognized certification pathways, advancing HR knowledge and elevating workplace practices regionally.