

**HUMAN RESPOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
PROFESSIONAL DEVELOPMENT CERTIFICATION DIRECTOR**

Position Overview:

The Professional Development Certification Director serves as an elected member of the Chapter Board, monitors and evaluates on a continuing basis local activities concerning education issues, and plans and encourages Chapter involvement and activities impacting the educational arena. Promotes professional certification and continuing education to the membership to increase the number of chapter members who are certified PHR/SPHR/GPHR by the HR Certification Institute.

Duties and Responsibilities:

1. Forms and chairs a Chapter Professional Development Committee. Schedules regular Professional Development Committee meetings, facilitates discussion and delegates responsibilities. Establishes annual goals of the Professional Development Committee and ensures they are achieved. Maintains a record of all committee meetings, providing copies to each committee member, as well as a copy to all Board members.
2. Promotes professional certification to the general membership through HRCI and Villanova University. Lead, plan, and arrange for speakers and materials at the certification study group meetings. Provides encouragement and support to members seeking certification.
3. Set ups and facilitates monthly Leadership Lunch & Learn sessions.
4. Works in conjunction with the Program Committee in developing monthly programs and securing HR Certification Institute approved-for-credit status for applicable chapter programs.
5. Participate in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
6. Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits. Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
7. Recognize those who pass certification tests. Forward a list of HR Certification Institute-certified members to the chapter membership roster chair and newsletter chair for publication.
8. Submits annual budget for review and approval by Board.
9. Represents the chapter in the Human Resources community.
10. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
11. Contributes items for Board approval to be included in annual Chapter goals.
12. Attends and participates in Chapter Board meetings & monthly Chapter meetings.
13. Responds to requests of the Chapter President as needed.

Requirements:

The Legislative Director must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.