



## **CERTIFICATION COMMITTEE CHAIR**

### **Job Description**

#### **Function**

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The purpose of the Certification Committee Chair and Committee promotes PHR/SPHR certification and recertification for excellence and professionalism in Human Resources

#### **General**

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- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Preferred: Membership with SHRM.
- Must attend a minimum of 75% of Board meetings (9 meeting).
- Must attend a minimum of 67% of CCHRA events (4 events).
- All other Committee members must be active members of CCHRA.
- All Committee members will be independent and have no paid business interest, financial, or consulting relationship of any kind with CCHRA outside of service as members of the Board or Committee.

#### **Key Responsibilities**

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Research, establish procedures and processes, and report to the CCHRA Board of Directors on the following areas related to certification and recertification:

- Determine and implement the most effective methods of promoting certification e.g. CCHRA newsletter, E-blasts, scholarships, and announcements at CCHRA meetings.
- Provide education and resources on certification for those undergoing certification testing such as information on certification prep courses and study groups.
- Serve as a resource for those recertifying.
- Identify, establish and disseminate a list of providers for HRCI approved courses.
- Collaborate with other organizations to provide local courses for certification preparation and recertification.
- Recognize CCHRA members who are newly certified and those recertifying.
- Evaluate the results of the Committee's interventions and report to the Board of Directors.