



## Position Description

### SHRM LIAISON / CERTIFICATION CHAIRPERSON

#### **SUMMARY OF RESPONSIBILITIES:**

Serves as liaison between chapter and SHRM, SHRM Foundation and HRCI. Monitors and promotes the benefits of SHRM membership, SHRM Foundation and HRCI certification / recertification to EHRA members. Monitors and promotes the benefits of EHRA membership to SHRM At-large members.

#### **TIME COMMITMENT:**

Attend monthly board and chapter meetings (four hours per month). Coordinate activities and meet with committee as necessary (approximately three hours per month).

#### **SPECIFIC DUTIES:**

1. Provides information to membership about benefits and value of SHRM membership, SHRM Foundation and HRCI certification / recertification (PHR, SPHR and GPHR) at monthly meetings, in the Chapter Connection Newsletter and chapter web site.
2. Monitors and reports quarterly the number of EHRA members who hold SHRM membership. Actively seeks to maintain and improve joint membership numbers for chapter; to meet Chapter Activity Plan SHRM membership requirements.
3. Monitors and contacts local SHRM members who are non-EHRA members about EHRA chapter benefits. Coordinates with Membership Chair to send information about the chapter.
4. Coordinates with the President-Elect to arrange at least one visit annually by a SHRM staff member or volunteer leader.
5. Encourages chapter members to contribute financially to the SHRM Foundation as a show of support for the human resources profession. Coordinates fund raising efforts on behalf of chapter for SHRM Foundation; to meet Chapter Activity Plan requirements.
6. Provides information to members regarding testing date/facilities at monthly meetings, in the Chapter Connection Newsletter and chapter website. Provides information to members regarding test preparation and coordinates an HRCI study group for chapter members.
7. Coordinates annual recognition of all newly certified EHRA members in March of each year.
8. Participate in the SHRM/HRCI and SHRM Foundation Core Leadership Area conference calls and webcasts. Utilize SHRM Volunteer resources [www.shrm.org/vlrc](http://www.shrm.org/vlrc).
9. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
10. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
11. Attends all board and chapter meetings.
12. Represents the chapter in the human resources community.