



Professional Chapter Officer Position: Certification Chair

Term: 1 year (but can serve longer)

Time Commitment: 3+ hours a month but could vary depending on certifications.

Required: No

Position Description

The chapter certification chair promotes and facilitates certification and certification preparation activities for chapter members and the local manufacturing community. It is possible for any size chapter to support certification. Each chapter is encouraged to have a key contact who coordinates certification-related activities and resources. This position is empowered to handle a certification program individually or as a committee.

Responsibilities

- Encourage chapter members to join an elite group of professionals who have documented their manufacturing-related skills and knowledge by becoming certified in SME's certifications.
- Be familiar with other programs offered through SME as a service to members.
- Serve as the chapter's key resource on all matters pertaining to certification and recertification.
- Sponsor and support chapter certification review courses and study groups.
- Develop a communication and marketing plan for publicizing your chapter's certification study groups, tests, or review programs.
- Publicize certification test dates and deadline dates to the community.
- Proctor certification exams and/or find individuals who meet the criteria for proctoring exams.
- Work with the SME Certification Department to coordinate and promote professional development programs that provide opportunities for certified chapter members to earn recertification credits and keep their certifications current.
- Work with other local chapters to coordinate certification and recertification events.
- Coordinate with the SME Certification Department any certification prep programs and/or group exam dates for the chapter.

For more information about the position, please see the [SME Governance document](#).