



## **Director, Diversity, Equity and Inclusion**

The Director of Diversity, Equity, and Inclusion (DEI) is an appointed role and a crucial member of the Board of Directors, responsible for guiding DC SHRM's commitment to creating and maintaining a diverse, equitable, and inclusive environment. This role involves providing strategic direction, oversight, and advocacy to ensure that DEI principles are embedded in all aspects of the DC SHRM's work, including its programs, policies, and culture.

The Director will work with the Board and elected officers to promote DEI initiatives that advance DC SHRM's mission and values. Plans programming and encourages chapter involvement and activities in external events. Presents periodic reports or updates to the Board and chapter members. Works closely in collaboration with the chapter President; President-Elect; Vice President, Programs & Professional Development; and committee chairs.

### **Responsible to:**

- Chapter President

### **Key Duties and Responsibilities:**

#### **Strategic Leadership**

- Develop and implement a comprehensive DEI strategy that aligns with the DC SHRM's mission, vision, and strategic goals.
- Advise the Board on DEI best practices, trends, and issues to ensure that the chapter remains at the forefront of DEI initiatives.
- Work to integrate DEI principles into the DC SHRM's strategic planning, governance, and operational processes.

#### **Policy and Governance**

- Lead the development and review of DEI-related policies, ensuring they reflect DC SHRM's commitment to diversity, equity, and inclusion.
- Ensure that all board decisions and programs consider and promote DEI principles.
- Provide oversight to ensure compliance with legal and ethical standards related to DEI.

#### **Culture and Engagement**

- Foster a Board culture that values and prioritizes diversity, equity, and inclusion in all aspects of its work.
- Promote engagement and education on DEI topics among the Board, chapter members, and other constituents.
- Advocate for an inclusive environment where all individuals feel valued, respected, and able to contribute fully to the mission.

#### Program Development and Evaluation

- Collaborate with the Programs team to ensure that DEI considerations are integrated into the design, implementation, and evaluation of all programs and initiatives.
- Provide guidance on the development of programs that specifically address the needs of underrepresented or marginalized communities.
- Monitor and assess the impact of DEI initiatives, recommending adjustments or new strategies as needed.

#### Community and Stakeholder Engagement

- Build and maintain relationships with diverse communities, organizations, and partners that can support and enhance the chapter's DEI efforts.
- Act as an ambassador for DC SHRM in matters related to DEI, representing the chapter at public events, conferences, and meetings.
- Ensure that the chapter's outreach and engagement efforts are inclusive and reflect its commitment to diversity.

#### Board Collaboration

- Work closely with other board members to ensure that DEI strategies are integrated into all areas of DC SHRM's work.
- Provide regular updates to the Board on DEI initiatives, including successes, challenges, and opportunities for growth.
- Participate actively in board meetings, contributing to discussions and decision-making processes with a DEI lens.