

## JOB DESCRIPTION

<b>Position title:</b>	<b>Diversity Director</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Board Member, Chapter</b>	<b>Term:</b>	<b>2 years</b>

### Position Summary

Monitor and evaluate on a continuing basis local activity concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

#### Responsible To:

- The members of the chapter
- The chapter president
- The State Council Diversity Director

### Position Responsibilities

- Regularly present a diversity report or update to the chapter president and fellow chapter members.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Partner with the VP, Programs to develop an annual chapter meeting focused on Diversity & Inclusion.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other Diversity Directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Respond to any other requirements of the chapter president and State Council Diversity Director.
- Participate in SHRM Diversity Core Leadership Area volunteer leader conference calls and webcasts.
- Act as a liaison between the board of directors and the committee.

- Performs other related projects as agreed upon.
- Ensure the Diversity webpage is up to date with relevant content regarding local activities concerning diversity and education issues.
- Maintain communication with the State Council Diversity Director and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Diversity Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

#### **Requirements:**

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

#### **Resources Available:**

- SHRM supplies the following resources for Chapter Diversity Directors:
  - Chapter Best Practices
  - SHRM Leaders Guide

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

**Note:** Check for new and updated resources that are continually being developed.