

## JOB DESCRIPTION

<b>Position title:</b>	<b>Workforce Readiness 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

Monitors and evaluates on a continuing basis local activity concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.

#### Responsible To:

- The members of the chapter
- The chapter president
- The State Workforce Readiness Director

### Position Responsibilities

- Regularly present a workforce readiness report or update to the chapter president and fellow chapter members. Serve as advocate at chapter activities for education programs.
- Serve as advocate and program coordinator for workforce readiness chapter activities focusing on areas such as high schools, in-transition members, military and military spouses.
- Partner with the local community to share information. Contact local workforce readiness coordinators within the community to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Develop initiatives for the chapter that focus on workforce readiness programs in coordination or conjunction with community or employer efforts.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.

- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in SHRM Workforce Readiness 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 Workforce Readiness webpage is up to date with relevant content regarding local activities concerning workforce readiness and education issues.
- Maintain communication with the state council workforce readiness 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 Workforce Readiness 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 Workforce Readiness Directors/Chairs:
  - 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.