



Chapter Workforce Readiness Chair Job Description

Position Summary:

Serves as an appointed member of the Chapter Board of Directors. Monitors and evaluations on a continuing basis local activities 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
- State Council Workforce Readiness Director

Responsibilities:

- Serve as advocate and program coordinator for workforce readiness Chapter activities.
- Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for Chapter workforce readiness strategy.
- Report on workforce readiness issues to Chapter members and serve as advocate at Chapter activities for education programs.
- 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.
- Work in close cooperation with 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.

- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resources Community.