



Chapter Diversity Chair Job Description

Position Summary:

Serve as an appointed member of the Chapter Board of Directors. Monitor and evaluate on a continuing basis local activities 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
- State Council Diversity Director

Responsibilities:

- 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 workplace.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the Chapter.
- 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 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.
- Participate in SHRM Diversity Core Leadership Area 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.