

Diversity Director

Function:

Serve as an appointed member of the chapter board of directors. 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
- State Council Diversity Director

Responsibilities:

1. Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
2. Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their workplaces.
3. Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
4. Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
5. 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.
6. Network with other diversity directors from other chapters within the state.
7. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
8. Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
9. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Represent the chapter in the human resources community.
11. Attend all monthly membership and board of director's meetings.