

DIVERSITY DIRECTOR

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 Board of Directors and 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.
- Write diversity articles for Chapter newsletter.
- 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 that 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 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.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Must be an SHRM member in good standing.

Resources Available:

- SHRM supplies the following resources for Chapter Diversity Directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>
- SHRM Chapter Diversity Toolkit is available online at <http://www.shrm.org/diversity/members/toolkit/> where you can find:
 - Ten Strategies for Diversifying Your Chapter
 - Networking Guide
 - Chapter Programming Ideas
 - Diversity Resources