**Job Description**

**Position Title: Diversity, Equity & Inclusion Director Effective: 1/1/2022**

**Reports to: State Council Director Status: Volunteer**

**Level: Member, Chapter Term: 1 year**

**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:**

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 particular 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 directors meetings.
12. Performs other related projects as agreed upon.
13. Upon completion of the position’s term, assist the incoming Legislative Affairs 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 Diversity, Equity & Inclusion Directors:

* + SHRM Foundation Resources
	+ DEI Best Practices Sharing
	+ DEI Education
	+ DEI SHRM Resources for Program Development

Visit this page to access templates and forms and view best practices and strategies from other SHRM chapters around the nation. Delight Deloney, SHRM-CP - Field Services Director, is your resource for any Diversity questions. If you are new to the Diversity Director role visit the [CLA webinar page](https://community.shrm.org/vlrc/leadership/webinars) for more information about your chapter responsibility.

And MUCH MORE…available online at the SHRM’s Volunteer Leader Resource Center at vlrc.shrm.org

**Note:** Check for new and updated resources that are continually being developed.