

## DIVERSITY CHAIR

### Position Summary:

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 for annual Diversity celebration program.

### 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 workplaces.
- 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.
- Assume leadership for the planning, development and presentation of the annual Diversity celebration program. With assistance from the Diversity Committee, select theme for program, obtain keynote speaker, determine criteria for recognition of individuals and companies exhibiting best practices of diversity initiatives and host the event.
- 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.
- Attend all monthly membership and board of directors meetings.
- 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.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter diversity directors
  - Chapter Position Descriptions
  - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
  - [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
- SHRM Diversity Focus Area at [www.shrm.org/diversity](http://www.shrm.org/diversity)