

WORKFORCE READINESS CHAIR

Position Summary:

Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

Responsible To:

The members of the chapter
The chapter president
State council workforce readiness director

Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Partner with local schools and other community organizations to share information. Contact local workforce readiness coordinators within the schools and community organizations to discuss initiatives.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education and other issues related to workforce readiness.
- Develop and support workshops and seminars that address workforce readiness issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Work in close cooperation with state workforce readiness director.
- In conjunction with state council, provide special recognition for chapter members and for local programs that promote betterment of the local workforce.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Attend all monthly membership and board of directors meetings.
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader 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 workforce readiness advocates
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Chapter Best Practices
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program
 - Workforce Readiness Manual
 - www.shrm.org/vlrc