**DIVERSITY CHAIR**

**Position Summary:**

Serve as an elected 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

**Requirements:**

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

**Responsibilities:**

* Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
* Publicize to chapter member’s 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.
* 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 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.
* Attend all monthly membership and quarterly board of director’s meetings.

**Resources Available:**

* SHRM supplies the following resources for chapter diversity chairs
	+ Chapter Best Practices
	+ Fundamentals of Chapter Operations
	+ And MUCH MORE…available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
* Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/chapters/chaphelp.asp>
* SHRM Diversity Focus Area at <http://www.shrm.org/diversity>