



Position Description

DIVERSITY CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Continually monitors and evaluates local activities concerning diversity issues. Promotes and plans chapter involvement and activities impacting diversity initiatives.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate activities and meet with committee as necessary (up to twelve hours per month; preside at the seminars (up to eight hours). Time commitment is heaviest during initial planning stages and the month of the seminar.

SPECIFIC DUTIES:

1. Serves as advocate and program coordinator for diversity at chapter activities and other professional meetings.
2. Identifies and evaluates diversity issues that impact workforce readiness and develops goals for chapter diversity strategy.
3. Reports on diversity issues to chapter members and serves as advocate at chapter activities for diversity programs.
4. Serves as a resource for chapter members on diversity issues and provides leadership to the chapter on diversity issues.
5. Monitors local activities concerning diversity and provides timely information on diversity issues to the chapter president and state diversity director.
6. Works in close cooperation with state diversity director and the national diversity task force.
7. Develops and supports workshops and seminars that address diversity issues.
8. Coordinates submission of program information to HRCI for pre-approval of recertification credit hours.
9. Plans and coordinates a Diversity/Family Friendly Award Program annually.
10. Participate in the SHRM Diversity Core Leadership Area conference calls and webcasts. Utilize SHRM Volunteer resources www.shrm.org/vlrc.
11. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
12. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
13. Attends all board and chapter meetings.
14. Represents the chapter in the human resources community.