



Position Description

WORKFORCE READINESS CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Monitors and evaluates on a continuing basis local activities concerning education and workforce readiness issues, and plans and encourages chapter involvement and activities impacting the education and workforce readiness arena.

TIME COMMITMENT:

Monthly attendance at board and chapter meetings (four hours per month) and other Education-based committee meetings.

SPECIFIC DUTIES:

1. Serves as advocate and program coordinator for education at chapter activities and other professional meetings.
2. Identifies and evaluates education issues which impact workforce readiness and develops goals for chapter education/workforce readiness strategy.
3. Reports on education and workforce readiness issues to board and chapter members.
4. Serves as an advocate at chapter activities for education and workforce readiness programs.
5. Serves as a resource for chapter members on education and workforce readiness issues.
6. Provides leadership to the chapter on education and workforce readiness issues.
7. Monitors local activities concerning education and workforce readiness and provides timely information on education issues to the chapter president and state education director.
8. Works in close cooperation with state education director and the national education task force.
9. Develops and supports workshops and seminars that address education/workforce readiness issues.
10. Provides special recognition for chapter members and for local programs that promote betterment of workforce through education process (Choices, Opportunities Evansville, business/education partnerships, etc.)
11. Actively attempts to develop partnerships between EHRA and other local organizations supporting education/workforce readiness initiatives.
12. Participate in the SHRM Workforce Readiness Core leadership area conference calls and webcasts. Utilizes SHRM Volunteer resources www.shrm.org/vlrc.
13. 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.
14. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
15. Attends all board and chapter meetings.
16. Represents the chapter in the human resources community.