



## **Diversity Director**

### **Primary Purpose:**

The fundamental purpose of this position is to monitor and evaluate on a continuing basis state and local activities concerning diversity issues, and works with chapter diversity directors to encourage involvement at the chapter level.

### **Primary Responsibilities:**

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Hold regularly scheduled meetings with local chapters via phone, webcasts, face-to-face meetings, etc. to promote diversity. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
3. Encourage the appointment of a diversity director at the chapter level within the state.
4. Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity.
5. Develop and distribute information to the state council and chapters within the state on diversity.
6. Be available for presentations if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
7. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
8. Work with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
9. Work with the local chapter that is scheduled to manage the state conference to ensure that diversity has an agenda on the program.

### **Minimum Requirements:**

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of diversity (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.