



## Workforce Readiness

### Position Summary:

Workforce Readiness: Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues and works with Chapter Workforce Readiness Directors to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the State Council President and members on workforce readiness developments, issues, and/or initiatives.

### Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Provide reports on issues to State Council members and serve as advocate at State Council activities for workforce readiness programs.
- Serve as a resource for the State Council on workforce readiness issues and provide leadership to the chapters on these issues.
- Monitor state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provide timely information on these issues to their State Council President and report out during quarterly State Council meetings. Work with the SHRM staff liaison on workforce readiness issues.
- Develop and support workshops and seminars which address workforce readiness initiatives and issues.
- Provide special recognition for Chapter Members and for state and local programs that provide betterment of the workforce.
- Respond to any other requirements of the State Council President and SHRM Staff Liaison for Workforce Readiness.
- Look for opportunities for the State Council to provide resources and support for military and veteran initiatives throughout the state.
- Communicate with chapters and encourage military and veteran support efforts.

- Research and communicate with chapters those programs that would be helpful to furthering the cause of veteran support.
- Organize and/or assist in events that promote and help meet veteran needs and workforce development opportunities.
- Support the following SHRM programs and initiatives (subject to change):
  - HR Registered Apprenticeship Program-HRAAP
    - US DOL registered apprenticeship program for entry-level HR professionals with a focus on enhancing the employer's productivity and achieving DE&I goals.
  - Google Career Certificate Program Flyer
  - SHRM Foundation Veterans at Work
    - Empowering HR professionals to attract, hire and retain veterans.
  - Employing Abilities@Work
    - Strengthen the skills and abilities of professionals to hire, develop, advance, and retain individuals with disabilities in their workplace.
  - Getting Talent Back to Work
    - Help employers confidently hire individuals with a criminal background.
  - Aging Workforce
    - Resources for recruiting, retaining, and leveraging the value of an age-diverse workforce.
- Perform other duties as assigned by the State Council President.

Requirements:

- Must be a SHRM member in good standing. SHRM and/or HRCI certification highly desirable.
- Serves a three-year term beginning the first day of January and ending the last day of December.