



Diversity, Equity & Inclusion Director

Position Summary:

Monitor and evaluate on a continuing basis state and local activities concerning diversity issues and work with chapter Diversity, Equity, & Inclusion Directors to encourage involvement at the chapter level.

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.
- Encourage the appointment of a DE&I Director at the chapter level within the State Council.
- Develop and work with the Chapters' DE&I Directors to ensure they have information and materials to promote DE&I.
- Develop and distribute information to the State Council and Chapters within the State on DE&I.
- Be available for presentations when appropriate or help to identify programs or speakers for conferences or chapter programs.
- Conduct monthly meetings for the general public regarding trends and issues:
 - Create an agenda
 - Send calendar invitations to State Council members
 - Work with Communications Director to advertise meetings (website and social media)
- Coordinate efforts in developing DE&I initiatives that can serve as models for other chapters.
- Work with Chapter DE&I Directors to identify diverse members in the State who might be interested in additional volunteer leadership opportunities.
- Responsible for recruitment of a diverse State Council Board.
- Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attend chapter and/or board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council Director.

Requirements:

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