

DIVERSITY DIRECTOR

Function

Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the Chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsibilities

1. Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
2. Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
3. Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
4. Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
5. Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
6. Network with other Diversity Directors from other chapters within the state.
7. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
8. Serves on the annual Management Leadership Conference Planning Committee.
9. Attend all monthly membership and Board of Directors meetings and provide monthly report at the Board of Directors meetings.
10. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
11. Represent the Chapter in the human resource community.
12. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing

Term

2 years and 3 months

7-15-03; 01-01-04

Revised 02-01-05