



Job Description

Board Position: Director of Diversity
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Director of Diversity monitors and evaluates local activities concerning diversity. Spearheads the effort to diversify the chapter's membership/leadership and shares successful diversity programs in the local community. The Director of Diversity serves a two-year term.

Responsibilities

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter member's examples of successful diversity efforts being undertaken by chapter members in their workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who are interested in joining the chapter.
- Identify current chapter members with diverse background for volunteering leadership opportunities.
- Assist Program Director on identifying diverse speakers and programs.
- Recommend community service projects to be supported by the chapter.
- Create membership awareness of local community organizations through internal communication methods website/email/flyers etc.
- Act as a liaison with the local Chamber of Commerce, business organizations and other community partners to promote workplace diversity and inclusion.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge

- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President