



Role Description Diversity Chair

Position Summary:

The Diversity Chair is responsible for monitoring and evaluating local activities concerning diversity issues on an ongoing effort; spearheads the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs to the local community.

Responsible To:

The members of the Chapter
The Chapter President
NY State Council Diversity Director

Responsibilities:

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Work with Chapter's Program Chair(s) to put together an annual diversity program for the membership.
- Be available for presentations if and when appropriate, help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other diversity directors from other chapters within the state to identify best practices and to stay abreast of any developments in the area of diversity.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short term and long term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and Board meetings.