



Job Description
Workforce Readiness
Chair

Position Summary:

Serves as an appointed member of the chapter board of directors. Monitors and evaluates on a continuing basis local activity concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.

Responsible To:

The members of the chapter
The chapter president
State council workforce readiness director

Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader 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 of directors' meetings.

Resources Available:

- SHRM supplies the following resources for chapter workforce readiness advocates
 - Chapter Position Descriptions
 - Workforce Readiness Manual
 - Fundamentals of Chapter Operations