**Workforce Readiness & Diversity Chair**

NoCoHRA Board of Directors

1. Position Summary:

Serve as an elected member of the chapter board of directors. Continuously monitor and evaluate local activities concerning workforce readiness and diversity issues, addressing the broad spectrum of workforce readiness issues impacting both students and other untapped labor pools. Plans and encourages chapter involvement and activities impacting the workforce readiness and diversity arena based on local needs. Spearhead the effort to diversify the chapter’s membership/leadership and to publicize successful diversity programs in the local community. Presents periodic reports or updates to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness and diversity director/advocate.

1. Responsible To:
* The members of the chapter
* The chapter president
* COSHRM Workforce Readiness director
* COSHRM Diversity Director
1. Responsibilities:

*Local SHRM Chapter*

* Serve as advocate and program coordinator for workforce readiness and diversity chapter activities
* Identify and evaluate issues that impact workforce readiness and diversity
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter, including goals for chapter workforce readiness and diversity strategy
* Regularly attend monthly membership and board of directors’ meetings
* Report on workforce readiness issues to chapter members and serve as advocate at chapter activities and programs involving workforce readiness topics
* Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
* Provide special recognition for chapter members and for local programs that promote betterment of the local workforce readiness and diversity.
* Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
* Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
* Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on workforce readiness issues

*State & National SHRM*

* Network with other workforce readiness and diversity directors from other chapters within the state
* Work in close cooperation with state workforce readiness and diversity director and attend quarterly CO-SHRM program calls
* Respond to any other requirements of the chapter president and state workforce readiness director
* Participate in SHRM Diversity Core Leadership Area conference calls and webcasts
* Monitor local activities concerning workforce readiness and provide timely information to the chapter president and state workforce readiness director
* Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.

*Community at Large*

* Represent the chapter in the human resources community
* Partner with local schools, business entities and other non-SHRM workforce readiness coordinators to share information and discuss potential initiatives and partnerships
* Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter
* Be available for presentations if and when appropriate, or help to identify workforce readiness and diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs
* Develop and support workshops and seminars that address workforce readiness and issues
* Serve as advocate and program coordinator for workforce readiness chapter activities.
* 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.
* Work in close cooperation with state workforce readiness director.
* Develop and support workshops and seminars that address workforce readiness issues.
* 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.
1. Requirements
* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NoCoHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.
1. Resources Available:
* SHRM supplies the following resources for chapter workforce readiness advocates
	+ Chapter Position Descriptions
	+ Workforce Readiness Manual
	+ SHRM Leaders Guide

And MUCH MORE…available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)