# Workforce Readiness and Diversity Chair

Volunteer Role – Position Description

## Role Summary

The Workforce Readiness and Diversity Chair serves as a key contributor to the SHRM Northern Colorado Chapter and Board of Directors, offering a broad, organization-wide perspective. This role continuously monitors and evaluates local activities concerning workforce readiness and diversity issues, addressing the broad spectrum of workforce readiness issues impacting the community.

## Reports To

- Chapter President  
- Chapter Members

-COSHRM Workforce Readiness Director

-COSHRM Diversity Director

## Key Responsibilities

* -Serves as an advocate and program coordinator for workforce readiness and diversity chapter activities
* -Identifies and evaluates issues that impact workforce readiness and diversity
* -Participates in the development and implementation of strategic planning
* -Reports on workforce readiness issues to chapter members and serve as an advocate at related chapter activities and programs
* -Develops and/or distributes information and materials to Chapter members to promote diversity in the workplace
* -Coordinates efforts in developing diversity initiatives that can serve as models for other chapters
* -Serves as a resource for Chapter members on workforce readiness issues and provide leadership to the Chapter on workforce readiness issues
* -Works in close cooperation with COSHRM Workforce Readiness and Diversity Directors
* -Develops and participates in workshops and seminars that address workforce readiness issues
* -Participate in discussions and decisions impacting both chapter and national initiatives
* - Uphold the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respect and encourage diverse viewpoints during decision-making.
* - Serve on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at Board of Directors meetings
* -Regular attendance on Workforce Readiness and Diversity CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)