**WORKFORCE READINESS / DIVERSITY CHAIR**

Position Summary:

Serves as an appointed member of the chapter board of directors. Monitors and evaluates on a continuing basis local activities 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.
* 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.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA 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.

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)

**DIVERSITY CHAIR**

Position Summary:

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsible To:

The members of the chapter

The chapter past president

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.
* Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
* Be available for presentations if and when appropriate, or 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.
* 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.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA 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.

Resources Available:

* SHRM supplies the following resources for chapter diversity directors
	+ Chapter Position Descriptions
	+ SHRM Leaders Guide
	+ And MUCH MORE…available online at [http://www.shrm.org/chapters/resources/chaphelp.asp](http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm)
* Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
* SHRM Diversity Focus Area at [www.shrm.org/diversity](http://www.shrm.org/diversity)