

**Position Summary:**

Monitors and evaluates on a continuing basis local activities concerning diversity issues. Spearheads the effort to diversify the Chapter's membership/leadership and to publicize successful diversity programs in the local community. Writes articles, social media content, and conducts presentations or coordinates for speakers to conduct DEI programs.

**Responsible To:**

- The members of the Board of Directors and Chapter
- The Chapter President
- State Council Diversity Director

**Responsibilities:**

- Develop and/or distribute information and materials to Chapter members to promote DEI in the workplace.
- Write DEI articles for Chapter newsletter.
- In conjunction with the President, identifies and coordinates for location to complete monthly board meetings.
- Publicize to Chapter members examples of successful DEI efforts being undertaken by Chapter members in their workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area that 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 when appropriate or help to identify 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 DEI initiatives that can serve as models for other Chapters.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Uploads reports to BaseCamp monthly.
- Update designated portion of SHRM Olympia's webpage.
- Provide content for social media posts once quarterly.
- Attend all monthly membership and Board of Directors meetings.

**Requirements:**

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

**Resources Available:**

- SHRM supplies the following resources for Chapter Diversity Directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrlWUAU/chapter-resources>