



## DIVERSITY DIRECTOR



### Position Summary:

Serve as an appointed member of the Chapter leadership. 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. Serves as a voting member of the Board of Directors

### Responsible To:

The members of the chapter  
The Chapter President  
State Council Diversity Director

### Responsibilities:

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Responsible for planning one diversity event during the program year. Coordinate activity with the Present Elect.
- 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 the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attends bi-monthly membership and Board of Directors meetings.

### Requirements:

Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 2 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

### Term:

1 year term.

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Signature

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Date