

## **Position Title: Director, Workforce Readiness & Diversity**

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### **Position Summary:**

Serve as an appointed/elected member of the Chapter leadership. Monitor and communicate on a continuing basis local activities concerning workforce readiness and plan and coordinate Chapter involvement and activities impacting workforce readiness. . Serve as a liaison with the Wisconsin State Council Workforce Readiness Director, Wisconsin State Council Diversity Director and SHRM's Workforce Readiness and Diversity Departments in carrying out these tasks. It is advisable that the Director, Workforce Readiness & Diversity serve a multiple-year term, up to a maximum term of five (5) years on the Board.

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### **Responsible To:**

The members of GMA SHRM  
The Chapter President  
State Council Workforce Readiness Director  
State Council Diversity Director

### **Position Responsibilities:**

- Lead the Workforce Readiness and Diversity committee. Delegate following responsibilities as appropriate.
- Attend and participate in all workforce readiness/diversity related Chapter meetings.
- Partner with local schools to share related information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Monitor local activities concerning workforce readiness and diversity and provide timely information to the Chapter President, State Council Directors, and GMA SHRM membership.
- Work with the Programming Committee to develop and support Chapter Meetings that address workforce readiness/diversity issues.
- Promote activities for enhancing workforce readiness/diversity awareness within the Chapter.
- Solicit and share examples of successful diversity efforts being undertaken by Chapter members in their particular workplaces.
- Identify individuals with diverse backgrounds in the local area who might be interested in joining the Chapter.
- Coordinate and/or write regular workforce readiness/diversity updates for Chapter newsletter.
- Participate in SHRM Workforce Readiness & Diversity Core Leadership Area volunteer leader conference calls and webcasts.

### **General Board Responsibilities:**

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President and State Workforce Readiness/Diversity Director.
- Maintain SHRM member ship for term of office.

**Last Updated: 3/19/2008**