



JOB DESCRIPTION

DIRECTOR OF DIVERSITY, EQUITY, & INCLUSION (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Diversity, Equity, and Inclusion (DEI) is responsible for continuously monitoring and evaluating local diversity activities. This position leads efforts to diversify the chapter's membership and leadership, while also promoting successful diversity programs within the local community.

Responsible To:

Vice President of Community Outreach

Responsibilities:

- Develop, disseminate, and promote materials and information to chapter members that encourage diversity in the workplace.
- Publicize successful diversity initiatives and programs implemented by chapter members, showcasing best practices.
- Identify and reach out to minorities and individuals from diverse backgrounds in the local area who may be interested in joining the chapter.
- Engage with current chapter members from varied backgrounds, encouraging them to explore volunteer leadership opportunities.
- Actively network with diversity directors from other SHRM chapters within the state to share insights, strategies, and resources.
- Coordinate efforts to develop diversity initiatives that can serve as models for other chapters to adopt.
- Serve as a speaker or presenter on diversity-related topics at chapter meetings or local events when appropriate.
- Identify and recommend diversity-focused programs and speakers for chapter conferences and events.
- Continuously monitor and evaluate local diversity activities, using data and feedback to improve DEI initiatives.
- Contribute to the strategic development and implementation of diversity programs that support the overall mission of the chapter.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: one to three hours.