



JOB DESCRIPTION: **DIVERSITY DIRECTOR**



POSITION SUMMARY:

To serve as an elected representative on the Ohio SHRM State Council, Inc., Board of Directors, to assist in the development and implementation of Council policies, procedures and practices. To be responsible for monitoring and evaluating on a continuing basis state and local activities concerning diversity issues, and working with chapter diversity directors to encourage involvement at the chapter level.

DUTIES & RESPONSIBILITIES:

General:

- Encourage the appointment of a diversity director at the chapter level within the state.
- Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity.
- Develop and distribute information to the state council and chapters within the state on diversity.
- Be available for presentations if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Work with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
- Coordinate, plan and execute one Diversity initiative each year.

Quarterly:

- Provide a quarterly update to State Council on Diversity efforts to date.

Meetings:

- Attend and participate in all meetings of the State Conference Committee.
- Attend and participate in all meetings of the Council, both executive and State wide meetings.

REQUIREMENTS:

- Must be a regular or associate member in good standing of a local SHRM affiliated chapter at the time of nomination and election or appointment and remain so during the term of office.
- Must be a member in good standing with the Society for Human Resource Management during tenure.
- Must be able to travel to chapters throughout the state.
- Must be responsible and maintain the highest level of integrity.
- Must have effective organizational skills and demonstrated ability to effectively communicate.
- Must be able to devote sufficient time to effectively execute the responsibilities of the position (approximately 10-20 hours per month).
- Certification as PHR or SPHR by the Human Resources Certification Institute is desired.