

Inclusion & Diversity Director

Position Description

Updated: October 2024

Function: Monitors and evaluates on a continuing basis state and local activities concerning inclusion and diversity issues. Works with chapter diversity directors to encourage involvement in development and implementation of inclusion & diversity education at the chapter level.

Responsible To: The State Director

Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Encourage the appointment or election of a Diversity & Inclusion Director within each local chapter within the state.
3. Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity and inclusion.
4. Develop and distribute information to the State Council and chapters within the state on diversity and inclusion.
5. Be available for presentations, if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
6. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
7. Work with chapter diversity & inclusion directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Leads or actively serves on assigned conference committee.
9. Responds to any other requests of the State Director.

Requirements:

1. Must be a SHRM member in good standing.
2. SHRM certification highly desirable. This position is a SHRM "Core Leadership" position.
3. Should be accessible to chapters throughout the state and able to attend the state conference.
4. Attendance required at 75% of State Council meetings via phone, virtually, or in person.
5. Serves a two-year term beginning the first day of January of year one of the term, and ending the last day of December in year two of the term.

I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.

Signature

Date