



## Job Description

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### Foundation and Diversity Director

#### Summary:

To lead, educate, promote and spearhead the effort to increase diversity competency in the local community and to represent the interests of the SHRM Foundation and its activities in promoting and advancing the Human Resource profession to the Chapter.

#### Responsible To:

- The members of the chapter
- The Chapter President
- State Council SHRM Foundation Director

#### Responsibilities:

##### Diversity

- Develop and/or distribute information and materials to chapter members to promote diversity and inclusion in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their workplaces.
- Coordinate at least one annual half day diversity conference for the Chapter and local businesses. (Typically held in May).
- Identify current members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, and 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 in the state and surrounding area.
- Coordinate efforts in developing and implementing diversity initiatives that can serve as a model in the community and with other chapters.
- Submit bi-monthly articles for the SWHRMA Newsletter promoting diversity awareness and relevant information to the community.

##### Foundation

- Develop and coordinate a silent auction or other major fundraising event for the SHRM Foundation once a year. (Typically held in November).
- Educate the Chapter membership regarding the existence, purpose and ongoing activities of the SHRM Foundation.
- Encourage Chapter membership to contribute financially to the SHRM Foundation as a show of support for the Human Resource profession.
- Advise and update the Chapter member of the Foundation's activities and fundraising needs.
- Register the Chapter for the Chapter Champion program.
- Submit bi-monthly articles to the newsletter to promote the SHRM Foundation and its goals.

### Overall

- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resource and business community.
- Attend monthly member and Board of Directors meeting.
- Identify individuals with diverse backgrounds in the local area who might be interested in joining the Chapter.

### **Resources available:**

SHRM supplies the following resources:

Chapter Position Descriptions

SHRM Leaders Guide

And much more available online at:

<http://www.shrm.org/chapters/resources/chaphelp.asp>

SHRM Diversity Chapter Toolkit is available at:

<http://www.shrm.org/diversity/members/toolkit/> where you can find:

Ten Strategies for Diversifying Your Chapter

Networking Guide

Chapter Programming Ideas

Diversity Resources

SHRM Foundation Chapter Toolkit is available at:

<http://www.shrm.org/foundation/volunteertoolkit.asp> where you can find:

Fundraising Ideas

Newsletter Inserts

Chapter Champion Program

Chapter Pledge Form

SHRM Foundation Video

SHRM Foundation Contacts