



*Engage • Educate • Empower*

## **Director of Diversity**

Length of Commitment: 2 years

Estimated monthly time commitment 3-5 hours

Updated: July 12, 2016

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### **Summary of Role**

Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

### **Outcomes and Responsibilities**

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities
- Be available for presentations if and when appropriate, or 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 within the state
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Represent the chapter in the human resources community
- Attend at least 9 monthly chapter meetings
- Attend 8 of 11 board of directors meetings
  - Held the third Tuesday of each month at 5:45pm

## **Qualifications**

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM and HRCI bodies of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred