

Diversity & Inclusion

Position Summary:

The job of the Diversity & Inclusion Director is to monitor and evaluate local activities concerning diversity issues. This position is responsible for spearheading efforts to create diversity and inclusion awareness and understanding for chapter members and to publicize diversity and inclusion observances and local programs.

Responsible To:

Members of the chapter
Chapter President
State Council Diversity Director

Responsibilities:

- Developing and/or distributing information and materials to chapter members to promote diversity and inclusion (D&I) in the workplace.
- Publicizing examples of successful D&I efforts being undertaken by chapter members in their particular workplaces.
- Identifying current chapter members with a passion for D&I, to serve on a committee to support these activities.
- Coordinating a D&I focused general membership meeting each October. Identifying opportunities to promote and/or deliver special workshops or programs on particular D&I topics.
- Working with community organizations and other SHRM offices to further educate and partner on D&I initiatives (Texas Diversity Council, SHRM, TX SHRM, other TX chapters, EEOC, and the like)
- Participating in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.