



VOLUNTEER POSITION DESCRIPTION

Diversity Director

The Diversity Director is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as member of the Executive Committee. The Diversity Director monitors and evaluates on a continuing basis local activities concerning diversity issues; spearheads the effort to diversify the Chapter's membership/leadership; and publicizes successful diversity programs in the local community.

RESPONSIBLE TO

The members of the BV-SHRM
The Executive Committee of BV-SHRM
The local communities within the Brazos Valley

RESPONSIBILITIES

- Maintains a current active BV-SHRM membership.
- Makes the chapter aware of diversity issues through monthly updates in the newsletter and at meetings.
- Assists in obtaining programming to increase the chapter's awareness of diversity.
- Recruits diverse professionals into the membership and leadership ranks.
- Works toward a chapter that reflects the diversity of the community and the profession.

REQUIREMENTS

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Stay updated on current HR activities that would be beneficial to members in the form of presentations.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 5.5 hours per month
 - 2.0 hours for monthly BV-SHRM luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
 - 1.0 hours for diversity updates for newsletter and monthly membership meeting.
- ½ Day Executive Committee Planning Session in January annually.