**ROC ATD VP DIVERSITY, EQUITY & INCLUSION**

**Position Description**

**Position Summary:**

Serve as a member of the chapter board of directors. Serve as SME for the chapter. Monitor and evaluate, on a continuing basis, local activities related to diversity, equity, and inclusion. Support the effort to diversify the chapter's membership/leadership. Work with Programming and Marketing to publicize successful diversity programs in the local community.

**Term:** 2 years

**Responsible To:**

* The members of the chapter
* The chapter president

**Responsibilities:**

* 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.
* Support and assist in identifying individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
* Support in identifying current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
* Be available for presentations 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 and national.
* Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the talent development community.
* Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available.

**Qualifications:**

* Member of ATD and chapter
* Experience in developing, leading, facilitating DEI planning and programming.
* Verbal communication, personal interaction, and problem-solving skills
* Ability to plan, organize, and evaluate activities required by the position.
* Ability to complete projects within established timeframes.
* Available to attend board meetings and other chapter functions as required by this position.

**Reviewed:** July 14, 2022 sb

Adapted from: https://community.shrm.org/vlrc/viewdocument/position-description?CommunityKey=3fce3c52-fe59-4917-8289-af7d8b4190a9&tab=librarydocuments