

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
DIRECTOR AT LARGE (DIVERSITY)**

Position Overview

The Director at Large serves as an elected member of the Chapter Board and performs duties as directed by the Board. Current primary responsibility is to function as the Chair Diversity by monitoring and evaluating on a continuing basis local activities concerning diversity issues. Spearheads the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Duties and Responsibilities

1. Leads in the development and implementation of short-term and long-term diversity goals for the Chapter. Utilizes the SHRM tools to set, track and enact diversity goals for the chapter. Coordinates with the Program Director to have regular Diversity-related programs. Seeks out HR Professionals working in diversity to help with these initiatives.
2. Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
3. Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
4. Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities. Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
5. 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.
6. Participate in SHRM Diversity Core Leadership Area conference calls and webcasts. Network with other diversity directors from other chapters within the state.
7. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
8. Evaluates the needs of the membership and makes recommendations to the Board to adapt the activities of the Chapter in order to meet the needs of the members.
9. Submits annual budget for review and approval by Board.
10. Contributes items for Board approval to be included in annual Chapter goals.
11. Attends and participates in Chapter Board meetings. Attends and participates in monthly Chapter meetings.
12. Responds to requests of the Chapter President as needed.

Requirements

The Director at Large must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.