Diversity Director
Position Description
Updated: March 2015

Function: Monitors and evaluates on a continuing basis state and local activities concerning diversity issues, and works with chapter diversity directors to encourage involvement at the chapter level.

Responsible To: The State Director

Responsibilities:
1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Encourage the appointment or election of a Diversity Director at the chapter level within the state.
3. Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity.
4. Develop and distribute information to the State Council and chapters within the state on diversity.
5. Be available for presentations, if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
6. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
7. Work with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
9. Responds to any other requests of the State Director.
10. This position is designated as a SHRM "Core Leadership" position.

Requirements:
1. Must be an SHRM member in good standing. SHRM & HRCI certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Should be able to visit chapters throughout the state.
4. Serves a two-year term beginning the first day of January of year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.

The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.