



Diversity, Equity, & Inclusion Chairperson Position Description

Summary:

- Encourages greater involvement regarding diversity issues and recommends community service and other diversity-related projects.

Reports To/Direct Reports:

- Reports To: Immediate Past President
- Direct Reports: Diversity, Equity, & Inclusion Committee Members

Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Recruit members to serve on the committee.
- Develop and distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize examples of successful diversity efforts being undertaken by chapter members in their workplaces.
- Monitor and evaluate federal, state, and local activities concerning diversity, equity, and inclusion.
- Partner with local organizations to determine underserved populations; create initiatives for chapter to assist underserved populations.
- Partner with HR Florida and SHRM on diversity, equity, and inclusion initiatives; develop chapter activities to further these initiatives.
- Participate in SHRM and HR Florida SHRM Diversity, Equity & Inclusion Core Leadership Area calls and webcasts.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.