

**DIVERSITY DIRECTOR/  
LEGISLATIVE REPRESENTATIVE**

**Position Summary:**

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

**Responsible To:**

The members of the chapter  
The chapter president  
State Council Diversity Director  
State Council Legislative Director

**Responsibilities:**

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- 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.
- Network with other diversity directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and members of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Government Affairs Department.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the state council legislative affairs director or the SHRM's Government Affairs Department.
- Work in close cooperation with the state council legislative affairs director and

SHRM's Government Affairs Department.

- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM website.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for the chapter newsletter.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.

**Resources Available:**

- SHRM supplies the following resources for chapter diversity directors
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
- SHRM Diversity Focus Area at [www.shrm.org/diversity](http://www.shrm.org/diversity)
- SHRM supplies the following resources for Chapter Legislative Representatives
  - Chapter Position Descriptions
  - Guide to Contacting Legislators
  - Fundamentals of Chapter Operations
  - Tips for Planning a Legislative Meeting
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
  - The Government Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>