

**Position Description: Diversity Equity and Inclusion (DEI) SIG Leader**

**Position Summary:**

The DEI SIG Leader manages and promotes diversity, equity and inclusion initiatives within the chapter by assisting the board with developing and executing programs that increase member knowledge and expertise to address the DEI challenges and opportunities in talent development to create a more inclusive community that is attuned to diverse personal and profession background, experiences, and insights.

**Time Commitment:**

**Term**: One Year renewable on an annual basis

**Estimated Time Requirements (3-5 hours) per month:**

* Perform responsibilities of the position and participate in communications about chapter issues with the SIG
* Attend DEI SIG meetings
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

* Serves as a liaison between SIG members and the chapter
* Works with Directors of Live and External Event to plan programming for the SIG
* Host the SIG meetings. Facilitate discussions where necessary.
* Explore partnership opportunities e.g. Richmond SHRM, Center for Inclusive Communities, etc. to host joint events that promote the objectives of the SIG
* Collaborate with the Director of Sponsorship and Partnership to seek sponsorship opportunities that provide added benefits to members of the Diversity SIG
* Recommend any changes to program offering to the Director of Communities of Practice

**Training**

* Train volunteers to assist with SIG related events
* Train incoming DEI SIG Leader

**Board Participation**

* Reports efforts to the Director of Communities of Practice on a regular basis
* Participates in monthly board meetings on an as needed basis

**Qualifications/Requirements:**

* Active member of Greater Richmond ATD Chapter
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Relationship Management experience
* Ability to identify opportunities and develop strategies for the SIG
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)