



**Board of Directors  
Chapter Diversity & Inclusion Officer**

<b>Position:</b>	Diversity & Inclusion Officer
<b>Purpose:</b>	Promote and enhance diversity and inclusion within the Chapter and to position the Chapter as a catalyst for diversity & inclusion change within the Greater Puget Sound legal community.
<b>Term of Service:</b>	Two-years (April 1 – March 31)
<b>Status:</b>	Executive Board Member
<b>Oversight by:</b>	President
<b>Committees:</b>	Chair: Diversity & Inclusion Think Tank Member: Works with all Committee and Section Chairs / Co-chairs to assist in having the Chapter's Diversity & Inclusion strategic vision as part of their Committee or Section's focus for the year.
<b>Board Responsibilities:</b>	Submit a brief written activity report via e-mail to the President and Secretary three (3) business days prior to each monthly Board meeting. Submit any action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting. Attend and participate in monthly Board meetings. Attend the annual Board Retreat. Reach out to new members to help integrate them into the Chapter. Must attend at least one Business Partner event or 50% of board allowance is forfeited.
<b>Budget:</b>	An amount will be budgeted to cover committee expenses as deemed appropriate and necessary.
<b>Educational Allowance:</b>	Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year. Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position. Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year. Allowances not used during the fiscal year, except as noted above, are forfeited. Allowances are for use in attending local, and / or international ALA educational conferences and seminars, and monthly Chapter meetings. Allowances can be applied toward registration fee, lodging, and/or travel expenses for attending any of the above. It is acceptable to use allowances in

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	<p>conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>
<p><b>Duties:</b></p>	<p>With the prior approval of the Board of Directors, plans and implements Diversity activities including:</p> <p style="padding-left: 40px;">Coordinates with the Education Committee educational programs focused around Diversity &amp; Inclusion issues for the benefit of the Chapter and, as possible, for the benefit of the Greater Puget Sound legal community.</p> <p style="padding-left: 40px;">Where possible, creates connections between State and Minority Bar Associations and the Chapter.</p> <p>Chairs Diversity &amp; Inclusion Think Thank meetings including:</p> <p style="padding-left: 40px;">Work with Chapter Executive Board to insure that key Committee Chairs / Co-chairs are part of the Think Tank – Education, Business Partner Relations, Membership and Professional Outreach.</p> <p style="padding-left: 40px;">Schedules Think Tank meetings, prepares agendas, and sends timely reminders to Think Tank members regarding same.</p> <p style="padding-left: 40px;">The Diversity &amp; Inclusion Officer works with the Education Committee Co-chairs and Members of the Think Tank in planning events, etc.</p> <p>The Diversity &amp; Inclusion Officer coordinates Chapter Diversity Award program in conjunction with the Managing Partners Dinner.</p> <p>Prepares the IDEA Award submission for International competition in accordance with the President's deadline.</p>

**Checklist for Chapter Diversity Award process**

**April – May**

Review/edit submission questionnaire  
 Verify use of logo  
 Determine who will receive submissions

Have firms review and edit  
 Coordinate ordering awards

**June**

Invite firms to submit  
 Post award submission information in website

**October – November**

Hand out awards at MPD  
 Debrief award process

**August – September**

Select award winners – may need an additional meeting  
 Notify all submitting firms of results  
 Request logos from winning firms for MPD use  
 Write descriptions of winning firms for MPD program