

Vice President of Diversity & Inclusion
Job Description



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| Purpose: | Through education, influence, and collaboration, strengthen and expand the Chapter's role in creating an environment of inclusion, involvement, respect and connection where ideas, backgrounds, and perspectives are united to create value for Chapter members and their organizations. | | | | | | |
| Term of Service: | Two Years (April 1 – March 31) | | | | | | |
| Status: | Executive Board Member | | | | | | |
| Board Responsibilities: | <p>Submit monthly activity report with any action items and supporting materials via e-mail or monthly board meeting to President and Chapter Manager when requested.</p> <p>Work with President and Board to fulfill requirements for Presidents' Award of Excellence.</p> <p>Attend Education Summit</p> <p>Attend and participate in monthly Board meetings</p> <p>Attend Annual Board Retreat</p> <p>Available to engage with new members as needed</p> <p>Available to engage with Business Partners as needed</p> <p>Attend a minimum of five Chapter events throughout the year</p> <p>Recruit Committee members from the Chapter membership and Business Partners as needed.</p> <p>Find your replacement.</p> | | | | | | |
| Responsibilities of the Position and Committee you oversee: | <p>Champion Diversity and Inclusion in areas of chapter education, communication, membership and business partner efforts.</p> <p>Work with President and committee members to research and develop high level educational content in the areas of diversity and inclusion for the Chapter.</p> <p>Work with VP of Education to plan annual Diversity Breakfast.</p> <p>Work to ensure the chapter at all times meets the ALA Diversity Initiative and continually works to recharge and refresh the chapter's initiatives to fulfill the ALA Diversity and Inclusion Scorecard.</p> <p>Create and/or participate in opportunities to collaborate with other associations and organizations to further the goals and objectives of the Chapter's Diversity and Inclusion initiatives.</p> | | | | | | |
| Service Benefit: | <p>\$2250 total annual allowance toward registration, transportation and lodging expenses only for to attend local, regional and national conferences.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer for review and approval within sixty (60) days of the end of the Chapter's fiscal year.</p> | | | | | | |
| Committee Responsibilities: | <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Chair</td> <td style="border: none;">Diversity and Inclusion Committee</td> </tr> <tr> <td style="border: none;">Member</td> <td style="border: none;">Nominating; Budget; Education; Membership Committees</td> </tr> <tr> <td style="border: none;">Member</td> <td style="border: none;">All Sections and Extended Board Committees</td> </tr> </table> | Chair | Diversity and Inclusion Committee | Member | Nominating; Budget; Education; Membership Committees | Member | All Sections and Extended Board Committees |
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