

SHRM Olympia Chapter

Position Description: Inclusion & Diversity Director/Champion

Reports To

Chapter President

Estimated Monthly Commitment

8–12 hours/month

Voting Status

Voting Member

Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

Position Purpose

The Inclusion & Diversity Director/Champion promotes inclusive practices, equity, and belonging across Chapter operations, programming, and membership engagement. This role helps ensure that SHRM Olympia fosters a welcoming environment that reflects the diversity of our region and models equitable leadership across all tiers.

Core Responsibilities

Strategy & Culture:

- Support the integration of inclusive values across Chapter decisions, language, and processes
- Identify opportunities to expand participation from underrepresented communities and industries
- Partner with the Board to infuse inclusion into the Chapter's strategic plan

Programming & Engagement:

- Recommend I&D-focused speakers, topics, and program formats to the Programs team
- Promote national SHRM I&D resources and toolkits to members
- Support partnerships that align with I&D goals (e.g., tribal orgs, disability networks, etc.)

Resources & Advocacy:

- Share data and stories that promote equitable workplace practices
- Encourage I&D participation in statewide initiatives and community events
- Help the Chapter create safe spaces for learning, dialogue, and support

Position Informational Resources:

- Attend virtual SHRM (position related) updates and/or webinars/meetings when available through the year (see VLRC for yearly schedules)
- Coordinate with the WA State SHRM Council and/or other WA SHRM Chapter (position related) Directors

Annual Goals

- Recommend or co-lead at least one I&D-focused program each year
- Review Chapter documents and materials for inclusive language
- Share quarterly updates or insights on I&D best practices
- Suggest new partnerships or outreach methods to increase visibility and inclusion

Deliverables & Timelines

January:

- Review strategic plan and programming calendar to align with I&D goals

Monthly:

- Share insights or highlights on inclusive practices during Board reports
- Coordinate with Programs and Marketing to support I&D messaging

October:

- Identify potential new partners or outreach ideas for next year
- Recommend I&D trends or tools for Board development

Year-Round:

- Monitor local and national I&D trends and SHRM resources
- Collaborate with community groups and workplace inclusion advocates

Required Skills & Qualifications

This role requires empathy, insight into I&D strategies, and comfort with dialogue and collaboration.

Key qualifications include:

- Passion for diversity, equity, inclusion, and belonging in the workplace
- Familiarity with I&D frameworks, community engagement, or inclusive leadership principles
- Comfort working with a range of perspectives and navigating sensitive topics
- SHRM National member in good standing for the duration of the term

Term Length & Succession

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Supports onboarding of successor if applicable

Collaboration & Liaison Areas

- Works closely with Programs, Membership, and Marketing Directors
- Coordinates with WA State SHRM I&D Director and community organizations
- Liaison to SHRM's I&D resources, toolkits, and events

Perks of Serving

- \$300 annual professional development reimbursement
- Invitation to the annual Board Holiday Gathering, with the full meal expense covered by the Chapter
- Opportunity to shape inclusive culture and model people-first leadership
- Exposure to SHRM National and statewide I&D initiatives

This Role Supports SHRM Olympia's Mission By

Championing equitable leadership, inclusive practices, and community connection — helping ensure everyone has the opportunity to thrive.