

Vice President of Diversity, Equity and Inclusion (DEI)

Position Summary

The role of the vice president (VP) of diversity, equity, and inclusion (DEI) is to champion DEI efforts that promote the chapter’s vision. The VP of DEI will develop, reinforce, and assess DEI incorporation for chapter leaders and members. This individual serves as a resource on DEI practices within chapter board work and operations.

Terms

One year.

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

Estimated Time Requirement

Activity	Hours
Communicate with Executive Committee, Board of Directors and Membership on issues and topics related to DEI	4-5
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~37

Functional Responsibilities

General

- Help the board identify immediate and long-term strategic goals in the DEI space.
- Assist chapter leaders in recognizing visible and invisible examples of diversity (race, culture, gender, generation, extraversion, neurodiversity, background, location, leadership style, work style, sexual orientation, job role, etc.).
- Recommend ways to appreciate diversity among chapter leaders and members.
- Research, develop, recommend, and execute strategies to foster the chapter’s diversity goals.
- Work with chapter board leaders to ensure accessibility with chapter programs and processes.
- Work with board leaders to review practices and ensure they are equitable.
- Lead the chapter board’s education on potential cultural and social differences that may present barriers to inclusion.
- Collect and analyze chapter DEI metrics and data to identify gaps and improve processes in chapter operations.
- Engage diverse community partners to understand emerging priorities and unmet member needs.
- Research potential DEI resources for the chapter.

- Maintain knowledge of diversity-related issues and best practices for the chapter.

Training

- Develop and acquire training to aid DEI initiatives.
- Recruit and train the incoming VP of DEI.
- Recruit and train volunteers to support DEI efforts and functions.

Board Participation

- Attend board meetings, chapter programs, and regular committee meetings.
- Represent the chapter professionally and ethically.
- Participate in board meetings and chapter meetings, ATD chapter services events, and ATD national events

Board Duties (as per Bylaws)

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

Qualifications/Skills

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Strong delegation and follow-through skills
- Working knowledge of DEI inclusion terms
- Time available to fully participate in chapter events
- (Optional) Experience working on DEI initiatives (or related work) in corporate, government, nonprofit or community organizations

Resources

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)