

JOB DESCRIPTION

DIRECTOR OF DIVERSITY, EQUITY & INCLUSION

Member of the Board

As a member of the Board, the Director of Diversity, Equity & Inclusion (DEI) is expected to attend regular and special Board Meetings.

Basic Responsibilities

The Director of DEI shall be responsible for all DEI deliverables and the strategic implementation of DEI initiatives, education, and events for the chapter.

Responsibilities of the Director of Diversity, Equity & Inclusion

1. Assists and advises Chapter leaders in the areas of diversity, equity, inclusion and accessibility.
2. Develops, implements, and oversees strategic planning for the Chapter as it relates to DEI.
3. Highlights and promotes DEI programming provided by ALA National.
4. Prepares and provides written and digital educational content and resources to the Chapter, including social media content.
5. Provides a minimum of two DEI related sessions/programming/events for the Chapter per Board year.
6. Creates awareness and be an advocate for DEI initiatives and programming for the Chapter.
7. Provides DEI specific research and data to the Board as requested.
8. Assist in reviewing and enhancing the methods and materials of Chapter outreach related to DEI.
9. Acts as point of contact and provides responses to inquires about DEI related opportunities and events.
10. Provides support and resources to Chapter members with limited DEI resources.
11. Builds and establishes relationships with local organizations that focus on empowering and improving traditionally underrepresented and underfunded communities.
12. Provides opportunities for community engagement to the Chapter.
13. Works with Director of Membership on recruitment and retention of diverse Chapter members.
14. Works with Director of Business Partnership Relations to engage M/WBE BPs.
15. Commit to independent training and study to remain informed on diversity programs, developments, and current events.
16. Forms and maintains a committee team of at least three members to assist with the DEI duties and projects.
17. Develops measurable goals for the DEI Teas to ensure strategy, purpose, and function.
18. As appropriate, participates in Chapter Awards Committee and coordinates/authors/oversees Chapter submit for ALA Chapter Awards categories in Diversity, Equity, and Inclusion.

Vice Chair

If there is a Vice Chair of Diversity, Equity & Inclusion, the Vice Chair's role is to support and provide assistance to the Director of Diversity, Equity & Inclusion in whatever capacity is requested.