

## *Workforce Readiness Director*

### **Position Summary:**

Serves as an appointed member of the chapter board of directors. Monitors and evaluates, on a continuing basis, local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.

### Responsible To:

- The members of the chapter
- The chapter president
- State Council Workforce Readiness Director

### Responsibilities:

1. Serve as advocate and program coordinator for workforce readiness chapter activities.
2. Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
3. Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
4. Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
5. Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
6. Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
7. Work in close cooperation with state workforce readiness director.
8. Develop and support workshops and seminars that address workforce readiness issues.
9. Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
10. Respond to any other requirements of the chapter president and state workforce readiness director.
11. Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
12. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
13. Represent the chapter in the human resources community.
14. Attend all monthly membership and board of directors' meetings.