



## Vice President of Inclusion, Diversity, Equity & Accessibility (IDEA)

### POSITION SUMMARY

The Vice President of Inclusion, Diversity, Equity & Accessibility is responsible for advancing the chapter's commitment to Inclusion, Diversity, Equity, & Accessibility (IDEA) goals set by the President and Board. In partnership with the board leadership, they design and execute IDEA approaches that achieve board and membership buy-in and build trust. This person plans and facilitates ongoing relationship-building and IDEA growth opportunities for the chapter. They work closely with Programming, Marketing, and Communications to publicize diversity programs within the Chapter and Membership.

### TIME COMMITMENT

**TERM:** 2 year (off-set from President)

### ESTIMATED TIME REQUIREMENTS PER MONTH

- Attend board meetings: 1 hour (plus travel time if applicable)
- Attend monthly chapter programs: 1 hour (plus travel time if applicable)
- Communicating with newsletter editor, individuals responsible for website, administrative office and committee members about routine issues: 1-2 hours

### RESPONSIBILITIES

The Vice President of Inclusion, Diversity, Equity & Accessibility will be responsible for ensuring the chapter maintains an environment where every voice is welcomed, allowed to be included, and given equal consideration.

#### General Description:

- Recommends the Chapter IDEA framework: Chapter IDEA definition and strategic approaches that supports the execution of the IDEA strategy set by the President and ATDWV Board.
- Designs a Chapter IDEA framework that is supported by the Board and allows the Chapter to grow its organizational cultural intelligence and work differently as a Board and organization.
- Connects with ATD International and other Chapter IDEA leaders.
- Attends monthly Board meetings and regularly engages the Board in regular listening sessions and membership dialogues to identify new opportunities to support IDEA efforts,

- Supports the board in intercultural awareness around the value of IDEA best practices in Chapter business.
- Identifies proactive board recruitment strategies and processes to tap into new networks to help diverse talent development professionals.
- Coordinates with the President and VP of Programming on IDEA initiatives and annual programming.
- Coordinates with the VP of Communications and Marketing on the rollout and communication plans of IDEA initiatives for the chapter, including distributing IDEA resources and information to Chapter membership.
- Supports the incorporation of IDEA best practices within the Chapter.

## **TRAINING**

- Chapter Orientation
- Attendance at NAC calls
- ATD Chapter Leadership trainings

## **BOARD PARTICIPATION**

- Attends board meetings, chapter programs and regular committee meetings
- Represents the chapter professionally and ethically
- Participates in board and chapter meetings
- Encouraged to participate in both the ATD International Conference and ATD Chapter Leadership Conference (ALC)

## **QUALIFICATIONS**

- Possesses marketing and public relation skills
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Time available to fully participate in chapter events
- National member of ATD and member in good standing of local chapter