

Role Description

Workforce Readiness Chair

Position Summary:

Serves as an appointed member of the chapter board of directors. Monitors and evaluates on a continuing basis local activity 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

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.

Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local organizations and training providers to share information regarding WHRMA's ability to support workforce readiness efforts.
- Contact local workforce readiness coordinators within these organizations to discuss initiatives where we may be able to partner and add value.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- Upon completion of the position's term, assist the incoming Workforce Readiness Chair to ensure a

smooth transition of responsibilities.

- Complete other assignments as requested by the Chapter President or the Board.