

AAUW Crystal Lake Area (IL) Branch

Job Description - Diversity Officer

TERM: Appointed position for a one-year term.

BOARD MEETINGS (as scheduled): Required to attend.

NECESSARY SKILLS:

- ❖ Knowledgeable of or interested in diversity and inclusion.
- ❖ Active and enthusiastic participant in AAUW.
- ❖ Be open-minded and willing to try new ideas.

OVERALL DUTIES:

- ❖ Support recruitment and retention of diverse members.
- ❖ Establish working relationships with community organizations and members in order to partner with these groups in programming opportunities.
- ❖ Encourage community service to increase knowledge and cooperation between different ethnic, cultural, and racial groups.
- ❖ Develop a committee of between 3-6 AAUW Branch members to support the Diversity initiatives within the Branch. The VP-Membership and one of the current Co-Presidents will serve on the committee.

GENERAL RESPONSIBILITIES:

- ❖ Serve as liaison for the Branch and with National and State AAUW.
- ❖ Take on and initiate Diversity and Inclusion Projects.
- ❖ To the best of her ability—bring diversity and inclusion practices to the branch.

Created: September 2023