Sample Chapter Job Description

**Title:** Chapter Diversity, Equity, and Inclusion Director

**Objective:** To lead diversity, equity and inclusion (DE&I) programs and initiatives for the chapter to pursue in alignment with RIMS DE&I Vision Statement and the DE&I Advisory Council. Broaden RIMS member base and promote an inclusive and equitable Chapter and Society.

**Responsibilities:** Work with your Chapter to set and advance strategic priorities related to diversity, equity and inclusion to attract underrepresented groups to the RIMS community and serve as ambassadors to your industry peers and colleagues on DE&I.

Champion DE&I awareness and programs with local RIMS members, volunteers, and the local risk and insurance community.  Build local DE&I partnerships with external organizations and sponsors for various RIMS programs and events, and enhance supplier diversity efforts.

Drive awareness, commitment and accountability for DE&I initiatives by speaking at events and other programs. Provide subject matter expertise and guidance as needed on DE&I topics, whilst continuously building your own awareness, knowledge and expertise in DE&I. Continuously improve and expand the impact of the Chapter’s DE&I efforts through an awareness of new best practices and standards.  Advocate and exhibit inclusion, be the DE&I role model and facilitate the application of a DE&I lens to every initiative and discussion within your chapter leadership, not just at DE&I events and communications, but all.

**Average Time Commitment:** Ten hours per month.

**Measure of Success:** Completion of goals, new DE&I programs and initiatives are established and measured. Diverse representation on chapter BOD and on volunteering projects.

**Benefits:** Gain experience in building DE&I programs and initiatives, play a key role in shaping the chapter’s future. Opportunity to network on different levels, and improve management and leadership skills, gain experience that can be used on the job.

\*this is a template job description. Your chapter can alter as needed, including measure of success and time commitment.