

Chesapeake Human Resources Association

CHRA Leader and Committee Description Sheet

Role (Title): Director, Workforce Readiness

Committee Name: Workforce Readiness Committee

Director, Workforce Readiness:

- ✓ 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 (*delivery method for members to be determined with President and Executive Director of Management Company*).
- ✓ Works in cooperation with state-level workforce readiness advocates.

Workforce Readiness Activities:

- ✓ Serve as **advocate and program coordinator for workforce readiness chapter** activities.
- ✓ Partner with **local schools** to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- ✓ 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.
- ✓ Work in close cooperation with **state workforce readiness director**.
- ✓ Develop and **support workshops and seminars** that address workforce readiness issues.
- ✓ Provide **special recognition for chapter members** and for local programs that promote betterment of the local workforce through educational process.
- ✓ Participate in the development and implementation of **short-term and long-term strategy** planning for the chapter.
- ✓ Represent the chapter in the **Human Resources community**.

Director, Workforce Readiness / Expectations:

- ✓ **Time Commitment:** As this represents a new position, this is to be determined and trended, starting July, 2006.
- ✓ **Meeting participation guidelines:** Personally attend 2/3 Board meetings/Quarter (1/3 can be via conference call). Personal attendance at all meetings is preferred. Attend professional development sessions throughout FY.
- ✓ **Types of contributions needed from committee members:** Need active participation and proactive communication from CHRA Board members and committee members.
- ✓ **Benefits of specific learning opportunities for committee members:** Networking, Professional Development and Growth, Exposure to the HR community (and otherwise).