

AAUW Maryland Diversity and Inclusion Chair

PURPOSE The State Diversity and Inclusion Chair develops, implements, and monitors programs and activities that promote diversity and inclusion at the AAUW state level. The person in this position values, considers and advocates for solutions that meet the needs of all.

RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national.
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively.
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

RESPONSIBILITIES OF THE POSITION

Responsibilities to AAUW Maryland

- Initiate actions to foster an open and inclusive environment.
- Serve as the “go-to” person for inclusion issues that must be addressed by the state.
- Use the AAUW Diversity and Inclusion Tool Kit to develop a broadly inclusive, diverse, and welcoming membership, culture and climate.
- Develop programs to attract and retain a diverse membership for the state; the programs may be developed in conjunction with the program vice president or other appropriate AAUW leaders.
- When introducing diversity and inclusion initiatives, consider the unique needs of AAUW Maryland and coordinate with state officers and board members to achieve goals and objectives.
- Coordinate the purchase or preparation of appropriate training and other materials as needed with state officers and board members in order to support diversity and inclusion initiatives.
- Update programming and related activities to ensure that they remain relevant to changing trends in diversity and inclusion.
- Evaluate the effectiveness of diversity and inclusion initiatives and make recommendations for future programs and activities.
- Seek to include diversity at all levels of the organization, specifically at state meetings and conventions.
- Provide summaries of state and branch Diversity and Inclusion activities and events in the *Marylander*.

- Guide a support network that identifies and recommends women of color for leadership in AAUW Maryland.

Responsibilities to AAUW Maryland Branches

- Provide guidance to assist branches in initiating actions to foster an open and inclusive environment.
- Provide guidance to branches by serving as the “go-to” person for inclusion issues that must be addressed by the branch.
- Develop sessions to educate members and leaders on how to recognize, consider, accommodate, value, appreciate and advocate for individual differences.
- Educate members on how differences in race, gender, national origin, ethnicity, marital status, sexual orientation, gender identity and physical disability can be incorporated to strengthen the overall branch.
- Maintain contact with others in the community whose knowledge and experience could assist the branch in enhancing its diversity and inclusion focus.

Skills Helpful to the Position

The Diversity and Inclusion Chair should have experience in a diversity and inclusion capacity or on tasks that have required implementing diversity and inclusion programs.

Calendar:

Dates are flexible.

Attend national meetings if offered, if possible.

- May** Help develop state goals.
- July** Attend summer conference and board meeting. Present Diversity information or training as requested
- October** Attend board meeting and fall conference. Present Diversity information.
- January** Attend winter board meeting. Present Diversity information.
- March** Prepare annual report for AAUW MD Convention.
- April** Attend Annual State Convention. Present Diversity information.