

Volunteer Position: Diversity and Inclusion Chair **Committee: Diversity and Inclusion Taskforce**

Committee Mission:

Expand SMPS Connecticut's existing membership base and increase Chapter participation to include more technical professionals, including men and women from diverse cultural backgrounds.

Volunteer Contribution:

The Diversity and Inclusion Taskforce Chair oversees the Chapter's diversity and inclusion taskforce by facilitating monthly meetings where the taskforce discusses ideas and implementation strategies that supports the goal of diversifying the membership and participants as well as creating an inclusive environment.

Estimated Time Commitment:

- 1.5 hours per month committed to Chapter board meetings. The Chair does not have to attend every board meeting, nor stay the entire duration, but is expected to provide a taskforce report summarizing activities and accomplishments.
- At least 1 hour each month facilitating the taskforce meetings
- As needed, to complete taskforce administrative tasks and specific initiatives outlined by the strategic plan and taskforce goals.

Responsibilities

- Facilitate and lead monthly taskforce meetings (using SMPS zoom account, if desired)
- Attend and participate in monthly Board meetings; act as a liaison to the D&I taskforce and relay all pertinent information
- Submit monthly taskforce report and achievements to the Board of Directors
- Develop budgets and operating plans for each program year
- Delegate tasks to taskforce members, as needed
- Coordinate with other committee chairs, as needed
- Work with the Communications Committee to strategize email and social media marketing relative to D&I initiatives, activities, outreach, etc.
- Check in regularly with the SMPS CT President and/or President Elect to relay any questions, concerns, feedback or achievements brought up by the D&I Taskforce

Professional Development:

- Facilitation of Meetings
- Diversity and Inclusion Education and Experience
- Leadership Skills
- Networking and Building Industry Relationships

Requirements:

- Must be an active SMPS CT member.
- Must have at least 2 years of A/E/C industry experience.
- Preferably well-established in their career
- Strong leadership and delegation skills
- Ability to attend all monthly Board and committee meetings
- Strong written and verbal communication skills
- Skilled at coaching others and effectively motivating those you lead

For more information please contact: Alicia Mojica Washington, SMPS CT President, alicia.washington@hrpassociates.com

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*