Section 6: Chair of the Diversity Committee

General Responsibilities

He or she shall:

* Develop a yearly project to increase diversity awareness within the PA community and patient base.
* Serve as a contact and resource to members who have diversity issues relating to their workplace.
* Make policy recommendations to the Board of Directors, when appropriate.
* Submit written reports at least two weeks prior to each Board of Directors meeting.
* Write at least two articles per year for the OAPA’s newsletter providing an overview of the Diversity Committee activities or on Diversity Committee topics.

###### Committee Responsibilities

He or she shall:

* Implement Board of Directors charges to the committee.
* After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
* Provide leadership to the committee.
* Report back to the committee on decisions of the Board of Directors that may affect the committee’s work or activities.
* Appoint committee members.
* Solicit new volunteers to serve on the committee.
* Provide oversight of committee functions.

###### Attendance Responsibilities

He or she shall:

* Miss no more than one Board of Directors meeting.
* Attend and facilitate all committee meetings.
* Attend the Leadership Retreat / Strategic Planning Session.

This position will require approximately 4 – 6 hours per month. Skills / experience needed to successfully serve in this position are:

* *Communication skills*
* *Leadership skills*
* *Administrative skills*
* *Delegation skills*
* *Prior committee member experience*
* *Interest in minority affairs*