

College Diversity, Equity, Inclusion, and Belonging Director Board Position Responsibilities

**Florida Association of Colleges & Employers (FloridaACE)
Three-Year Term with No Term Limit**

1. Reports and is responsible to the President and the Executive Board of Directors.
2. Attends all Board of Directors' meetings.
3. Co-chairs the Diversity, Equity, Inclusion, and Belonging Committee with the Employer Diversity, Equity, Inclusion, & Belonging Director.
4. Develops approaches and programming to educate members on relevant and timely topics and strengthen competencies related to diversity and inclusion within college career services.
5. Leads strategies to celebrate and recognize best practices in diversity education and social justice within the Association.
6. Assists the Vice President in planning the annual conference to incorporate diversity and inclusion programming.
7. Serves on additional Committees as appropriate.
This may include:
 - Professional Development Committee
 - Communication and Media
 - Awards
 - Drive-In Conference Planning
 - Membership Committee and/or initiatives
8. Provides training to new, incoming College Directors and other appropriate Board members within two months of new member's service on the Board.
9. Updates all documents relevant to position to the FloridaACE archive.
10. Upholds at all times the policies and procedures of the Association.
11. Performs other duties as required.