



## ALASKA SHRM STATE COUNCIL

### Position Description

#### Workforce Readiness Director

##### Function

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the state council director and members on workforce readiness developments, issues, and/or initiatives.

##### Responsible To

The State Council Director

##### Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
3. Identifies and evaluates issues which impact workforce readiness and develop goals for state council strategy.
4. Provides reports on issues to state council members and serves as advocate at state council activities for workforce readiness programs.
5. Serves as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
6. Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her state council director.
7. Works with the SHRM staff liaison on workforce readiness issues.
8. Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
9. Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
10. Responds to any other requirements of the state council director and SHRM staff liaison for workforce readiness.

##### Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.