**Council Diversity Initiative Chair**

The council Diversity Initiative (DI) Chair leads chapter DI Chairs in their efforts to offer organized, engaging and welcoming events to encourage a safe, inclusive and fun atmosphere for learning about conservation, TU and angling. Each Chair is encouraged to work closely with the Diversity and Inclusion Workgroup of the TU National Leadership Council (NLC), which provides a myriad of resources at the national level to support this work to facilitate this effort.

The DI Chair position has wide-ranging responsibilities, requiring much more than simply being present at council meetings and effectively leading a committee of chapter DI Chairs. He or she is an active conduit for communication amongst the individual chairs as well as the council. Additionally, the chair should provide guidance and resources to the chapter DI Chairs and the council board on topics such as inclusion as well as advocating for members that reflect whole communities within a council geography.

**Key Responsibilities**

The DI Chair must be a current Trout Unlimited member who will ensure that the following responsibilities are completed (personally or by way of delegation):

* Develop and support DI Chairs at the chapter level across the council geography
* Organize regular opportunities for chapter DI Chairs to communicate their successes, ask questions and learn from one another. This may take the form of a monthly conference call, semi-annual retreats, special trainings at council meetings and more.
* Network with DI chapter chairs, state coordinators and like-minded partner organizations
* Participate in the monthly [Diversity and Inclusion Work Group Conference Call](https://www.tu.org/get-involved/volunteer-tacklebox/diversity-initiative-youth-education-and-veterans-services-resources/diversity-resources/)
* Attend council meetings to update others on DI efforts and provide trainings and/or resources for chapter chairs.
* Retain records and keep the board abreast of upcoming events, budget status, donors, etc. These documents may include:
	+ DI committee roster
	+ Legacy documents for DI events
		- Event descriptions with implementation details
		- Key volunteer contact list
		- Donor lists (provide a copy to Treasurer for tax deductible letter preparation)
* May collaborate with related committees for social media presence, email and/or print newsletters and other communication vehicles that reflect the council area. These duties may also be assigned to another vetted committee member, chapter communications chair, chapter webmaster or other board position.

**Elected By/ Reports To**Board of Directors

**Term Length**Per by-laws

Time Commitment
Approximately 12 hours a month; additional time required for committee work and other board commitments.

**Budget Support**Limited

**Calendar**

January

* Organize Chapter DI conference call to share resources, success and answer questions
* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)

February

* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Support chapters in creating and populating a DI committee
* Organize social event for DI leadership in connection with the upcoming council meeting

March

* Attend and present at council meeting
* Offer DI leadership event to foster relationships and information share (e.g. fishing outing)
* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Identify and recruit DI committee members

April

* Attend regional rendezvous
* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Welcome, orient and train new DI committee members

May-July

* Organize Chapter DI conference call
* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Organize two committee representatives to participate in Council nominating committee

August-September

* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Organize DI leadership development event in connection with the upcoming council meeting

October

* Attend and present at council meeting
* Offer DI leadership event to foster relationships and information share (e.g. fishing outing)
* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Update DI committee leadership succession plan

November

* Organize Chapter DI conference call
* Provide one-on-one coaching for chapter DI leaders
* Organize a mentorship opportunity to connect new DI leaders with experienced leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Meet with board to discuss upcoming year goals

December

* Provide one-on-one coaching for chapter DI leaders
* Participate in Diversity and Inclusion Work Group call
* Disseminate leadership information to DI leaders (DI leader newsletter, email, etc.)
* Prepare DI report for distribution in advance of board meeting
* Prepare DI leadership development and event activities for upcoming year