**DIVERSITY & INCLUSION CHAIR**

*Below are the essential duties and responsibilities of the D&I chair. This framework is meant to empower current and future chairs with a way to champion diversity and extend its power into every facet of PRSA Pittsburgh’s efforts.*

Comms: Using Our Platform

* Chair will help develop, curate and distribute information that promotes diversity and inclusion in the workplace. Additionally, chair will aid and provide guidance to other board members creating this material, if needed.
  + Blog and social media
    - Highlight Pittsburgh workplaces that have strong/successful diversity and inclusion efforts
    - Highlight diverse professionals and creatives with features/profiles
  + Microsite
    - Maintain an evergreen D&I page on [prsa-pgh.org](https://prsa-pgh.org/) with resources, key contacts and virtual/live events

Egalitarian Events

* Plan and coordinate diverse, inclusive events
  + Panels, discussions and Q&A interviews should include diverse professionals
    - Race, ethnicity, nationality, gender, gender identity, sexual orientation, culture, disability, religion, age, profession, etc.
  + Chair will help other chairs and committees in identifying diverse individuals for their programs and events
* Checklist
  + Chair will create (or update an existing) D&I checklist
  + Chair will ensure that all efforts have been made to make PRSA programming diverse and inclusive

Network to Amplify

* Chair will connect with diverse professionals in the Pittsburgh area who might be interested in joining the chapter and recruit them to panels/committees/the board
  + Will network with other diversity chairs in the PRSA community for collaboration and support
  + Will network with other organizations in the area (AAF Pittsburgh, AMA Pittsburgh, etc.) to see if we can hold diversity and inclusion events in collaboration with their D&I teams
    - Since we are one communications community, it’s important to join forces and amplify diverse voices across the industry

Public Service for Social Change

* When looking for a public service project or putting out calls for RFPs, the D&I chair should encourage soliciting nonprofits that serve diverse communities, too
  + For example, Strong Women Strong Girls is a great D&I nonprofit to work with because it amplifies the voices and experiences of women
  + If feasible, perhaps we could always run two public service projects a year, with one of them specifically focused on helping a nonprofit that services diverse communities

Employers: Commit to D&I Long-Term

* Many employers are trying to sustain the momentum, creating long-term programming that champions D&I. Our chair can help local companies and organizations build long-term D&I plans
* Chair can also help employers work on keeping the promises they made
* Sustain an active D&I committee made up of PRSA members
* Recruit and identify the next Diversity & Inclusion Chair

Colleges for Change

* Since people generally select their career paths in college, the chair can work with local higher learning institutions to encourage diversity, via comms departments and PRSSA chapters
* Chair can help chapter leaders and professors bring diversity to the classroom, in the form of speakers, educational materials and more