	The Association of Oncology Social Work **Operations Manual – Job Description**	Date Approved	04/13/2021, 06/07/21
		Dates Revised	06/16/2024
	Director of Diversity, Equity & Inclusion	Dates Reviewed	5/11/2021, 6/7/2021, 6/17/2024

I. Job Summary

The Director of Diversity, Equity and Inclusion (DEI) is elected by the membership and serves as a voting member of the Board of Directors for a term of three years. The Director is responsible for the overall advancement of DEI among the AOSW membership and ensures that behaviors, policies, and decisions made at the Board level are inclusive for all members. In conjunction with the Board and Executive Director, the Chair will:

- **A.** Chair the DEI Committee.
- **B.** Intentionally involve stakeholders who are members of communities affected when developing new content, programs, policies or decisions.
- **C.** Work to mitigate negative impacts and address barriers within the practice of OSW and AOSW.
- **D.** Promote and implement DEI resources to grow, refine, and apply DEI knowledge and skills among members and their institutions.
- **E.** Serve on the Executive Committee

II. Duties and Responsibilities

- **A.** Recruits a Diversity, Equity & Inclusion Committee that represents a diverse population of AOSW members.
- **B.** Oversees, coordinates and tracks the implementation of AOSW's Diversity, Equity & Inclusion Statement and Goals.
- **C.** Attends Board meetings and provides a written report on the activities of the DEI Committee.
- **D.** The Director will consult on protocols, initiatives, and projects, related to DEI, including recruitment and retention of members in coordination with the Membership Committee to promote diverse populations in membership.
- **E.** Conducts regular meetings of the DEI Committee to advance the strategic plan initiatives by engaging members, soliciting recommendations for new projects, and providing status updates concerning existing activities.
- **F.** Shall orient his/her successor to policy and procedures for this position.
- **G.** Attend Executive Committee Meetings and participate in tasks of the executive committee as outlined by the association president
- **H.** Review job description prior to end of term.

III. Qualifications

- **A.** Active membership in AOSW.
- **B.** Must be able to attend AOSW conference every year of term of office, extenuating circumstances will be considered.
- **C.** Must adhere to the **NASW Code of Ethics**.