

## Legislative Director Position Summary

Serve as an appointed/elected member of the chapter leadership. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

### Responsible To:

- The members of the chapter
- The chapter president
- State Council Legislative Director

### Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and SHRM's Government Affairs. Encourage chapters to respond to legislative alerts issued by SHRM's Government Affairs Team.
- Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the "Legal Issues & Public Policy" tab on the SHRM website.
- Promote within chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for chapter newsletter.
- Participate in SHRM Government Affairs Core Leadership conference calls, webcasts.
- Participate in the development and implementation of short-and long-term planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.