



## **LEGISLATIVE AFFAIRS DIRECTOR**

### **Function**

Monitor and evaluate, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicate SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Work in close cooperation with the SHRM Government Affairs headquarters staff in carrying out these tasks.

### **Responsible To**

The State Council Director.

### **Responsibilities**

1. Serve as a voting member of the State Council.
2. Attend and participate in all meetings of the Council.
3. Attend the SHRM Legislative Conference and participate/organize Capitol Hill visits.
4. Work in close cooperation with SHRM headquarters legislative staff. Identify, evaluate and disseminate to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
5. Prepare and distribute semi-annual summary and status report of pending state HR-related legislation.
6. Actively promote SHRM's Advocacy Team (SHRM A-Team), to members. Educate members on the importance of communicating to congress and conduct "How To" session on using the SHRM "Write Your Member of Congress" feature on the SHRM web site or by individual letters/phone calls/faxes.
7. Develop and/or coordinate an annual state legislative conference.
8. Serve as primary contact for federal legislative issues to the SHRM legislative headquarters staff. Provide follow up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
9. Present legislative updates at chapter meetings and state conferences as requested.
10. Encourage and organize state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics."
11. Work to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
12. In coordination with SHRM staff, initiate action in response to legislation, regulation or legal activities in the state.
13. Perform other duties as assigned by the State Council director.

### **Term**

- Serves a two-year term beginning the first day of January and ending the last day of December with no term limits.
- Appointment is made by the state council director.

### **Requirements**

- Must be an SHRM member in good standing.
- SHRM certification highly desirable.