



BNHRC Position Description DIRECTOR OF LEGISLATIVE & GOVERNMENTAL AFFAIRS

Position Summary:

Monitor and evaluate pending legislative, regulatory, and legal action at the federal, state, and local levels 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:

- Provide a legislative affairs report to members at chapter meetings, as applicable, or via membership communications/website updates.
- 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 the SHRM's Government Affairs Department.
- Encourage chapter members 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 professional meetings, as applicable.

- 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 the chapter increased knowledge and activities for influencing legislation.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board meetings.

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