

## **Position Description**

### **Legislative Director**

#### **Function**

Monitor, evaluate and report on pending legislative, regulatory, and legal action at the federal, state, and local level that may impact human resources. Present a legislative report to chapter membership regularly. Inform elected officials of SHRM's position on legislation affecting the human resources profession.

#### **Responsible To**

Chapter membership  
Chapter president

#### **Responsibilities**

- Provide legislative updates to chapter membership through chapter meetings, newsletters, the chapter website and social media, etc.
- Maintain contact with state legislators and Members of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the board of directors and chapter membership.
- Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team.
- Coordinate with the Professional Development Director to offer an annual legislative update at a chapter membership meeting.
- Serve as a member of the SHRM A-Team.
- Inform the chapter membership about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center on the SHRM website.
- Promote increased knowledge and activities within the chapter for influencing legislation locally, regionally, state-wide, and nationally.
- Attend all monthly membership and board of director meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

#### **Requirements**

Must be a SHRM national and chapter member in good standing.