



JOB DESCRIPTION

Position title:	Legislative Affairs Director	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

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.

Responsible To:

- The members of the chapter
- The chapter president
- The State Council Legislative Affairs Directors (Federal & State)

Position Responsibilities

- Regularly 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 Council Legislative Affairs Directors and the Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities.
- 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 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.
- 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 participation and membership of the SHRM's Advocacy Team.
- Promote within the chapter increased knowledge and activities for influencing legislation.

- Write regular legislative updates for chapter newsletter.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Act as a liaison between the board of directors and the committee.
- Coordinate the SHRM Jacksonville Supervisor Training program and other legal/compliance-related trainings for the local community.
- Performs other related projects as agreed upon.
- Ensure the Legislative webpage is up to date with relevant content regarding pending legislative, regulatory and legal action at the federal, state, and local level.
- Maintain communication with the state council membership director and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Legislative Affairs Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for chapter Legislative Affairs Directors:
 - Chapter Best Practices
 - SHRM Leaders Guide

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.