**Job Description**

**Position Title: Legislative Director Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Member, Chapter Term: 1 year**

**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
* The State Council Legislative Affairs Directors

**Position Responsibilities:**

1. Present a legislative report or update to the chapter president and fellow chapter members.
2. Attend and participate in all scheduled chapter meetings.
3. Provide a legislative affairs report to members at chapter meetings.
4. Maintain contact with state legislators and Member of Congress.
5. 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.
6. Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team.
7. Work in close cooperation with the state council legislative affairs director and SHRM’s Government Affairs Department.
8. Serve as a program speaker and advocate at chapter activities or other professional meetings.
9. Develop and support workshops and seminars that address public affairs issues.
10. Respond to any other requirements of the chapter president and state council legislative affairs director.
11. 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.
12. Promote within the chapter increased knowledge and activities for influencing legislation
13. Promote participation and membership of the SHRM’s Advocacy Team.
14. Promote within the chapter increased knowledge and activities for influencing legislation
15. Write regular legislative updates for chapter newsletter.
16. Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
17. Act as a liaison between the board of directors and the committee.
18. Coordinate the SHRM Savannah Supervisor Training program and other legal/compliance-related trainings for the local community.
19. 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.
20. Maintain communication with the state council membership director and SHRM staff as needed.
21. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
22. Represent the chapter in the human resources community.
23. Attend all monthly membership and board of directors meetings.
24. Performs other related projects as agreed upon.
25. 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:

o Chapter Best Practices

* + SHRM Leaders Guide

And MUCH MORE…available online at the SHRM’s Volunteer Leader Resource Center at vlrc.shrm.org

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