

## LEGISLATIVE CHAIR

### 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. Present legislative reports and/or update chapter leadership 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 Legislative Director and the SHRM headquarters staff in carrying out these responsibilities.

### Responsible To:

The members of the chapter  
The chapter president  
State council legislative director

### Responsibilities:

- Promote within the chapter increased knowledge and activities for influencing legislation.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the state council legislative director or the SHRM's Governmental Affairs Department.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Work in close cooperation with the state council legislative director and SHRM's Governmental Affairs Department.
- 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 Governmental Affairs Department.
- Maintain contact with state legislators and Member of Congress.
- Ensure a legislative affairs report is made to members at chapter meetings.
- Ensure submission and/or write regular legislative updates for chapter newsletter.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address legislative issues.
- Respond to any other requirements of the chapter president and state council legislative director.
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Governmental 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.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
  - SHRM Affiliate Program for Excellence (SHAPE)
  - Guide to Contacting Legislators
  - Tips for Planning a Legislative Meeting and Guide to Hosting an SHRM Speaker
  - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
  - Chapter Best Practices
  - SHRM Leaders Guide
  - SHRM Speakers Bureau and SHRM Chapter Speaker Program
  - [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
  - The Governmental Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>