

## **Legislative Action Director/ Government Affairs Director**

### **Function:**

Monitors and evaluates, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicates SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs Team, especially the Senior Advisor for State Affairs, in carrying out these tasks.

### **Responsible To:**

The State Council Director

### **Responsibilities:**

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Attends the SHRM Employment Law & Legislative Conference and participates/organizes their state delegation in the Capitol Hill Advocacy Day.
3. Works in close cooperation with the Senior Associate, Member Advocacy and the Senior Advisor, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
4. Prepares and distributes semiannual summary and status report of pending state HR-related legislation. (Distribution to include each chapter within the state, the state council director and the Senior Advisor, State Affairs at SHRM headquarters.)
5. Actively promotes SHRM's Advocacy Team (A-Team) to members. Educates members on the importance of communicating to Congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature of the SHRM HR Policy Action Center under the "Legal Issues & Public Policy" tab of the SHRM website.
6. Develops and/or coordinates an annual state legislative conference.
7. Serves as the primary contact for federal legislative issues to the Senior Associate, Member Advocacy at SHRM headquarters. Provides follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
8. Presents legislative updates at chapter meetings and state conferences as requested.
9. Encourages and organizes state letter-writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".
10. May assist in the development of position papers, responses to legislative and regulatory offices, etc. May initiate actions responding to these matters within the state after coordination with the SHRM Senior Advisor, State Affairs.
11. Recruits and coordinates a state contact list of SHRM members who are willing to serve as members to the A-Team. These activities would include, but are not limited to, providing unique personal accounts on specific pieces of legislation to SHRM or for federal or state congressional use, serving as an "expert" resource/speaker for SHRM on a particular issue and testifying before either Congress or their state legislature.
12. Develops and maintains contact with both state legislators and members of Congress.
13. Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
14. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.

15. In conjunction with the Senior Associate, Member Advocacy represents their state delegation in participation in the Capitol Hill Advocacy Day during the SHRM Employment Law & Legislative Conference by communicating with participants and assigning specific duties during Capitol Hill meetings.
16. Responds to any other requests of the state council director.

**Requirements:**

1. Must be an SHRM member in good standing. HR Certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years. It is advisable that an individual serves in this position for a multiple-year term.