**CHAPTER LEGISLATIVE DIRECTOR**

**POSITION DESCRIPTION**  *Updated May 2018*

**Functions**

* 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 chapter members.
* Participates in development of advocacy positions on proposed legislation that may have an impact on HR.
* Works in close cooperation with State Legislative Director in carrying out these tasks.

**RESPONSIBLE TO**

* Chapter President and State Legislative Director

**RESPONSIBILITIES**

* Identifies, evaluates and disseminates to chapter members and board issues of concern arising from potential legislation, regulatory and/or legal activities which would potentially impact SHRM members or the profession.
* Actively promotes SHRM’s legislative involvement program, the SHRM Advocacy Team (A-Team), to members. Educates members on the importance of communicating to Congress and conducts “How To” sessions on using the SHRM “Write Your Member of Congress” feature on the SHRM web site or by individual letters/phone calls/faxes.
* Participates in Day at Capitol event.
* Presents legislative updates at chapter meetings and state conferences, as requested.
* Works with State Legislative Director and State Executive Committee to made decisions about whether to oppose, support or take no position on proposed legislation.
* Attends conference calls and/or meetings regarding same on 1-2 days’ notice.
* Attends Legislative Directors Meetings 2X annually (*e.g.*, at Leadership Summit)

**Requirements**

* Must be a member of SHRM chapter in good standing. SHRM membership and certification desirable.
* Appointment is made according to the Chapter Bylaws.
* Serves term consistent with chapter Bylaws.