



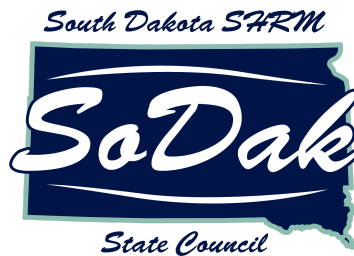
Government/Legislative Affairs Director

Primary Purpose:

The fundamental purpose of this position is to monitor and evaluate, 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. Communicate SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs headquarters staff in carrying out these tasks. Facilitate and manage the legislative conference in coordination with the State Conference.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Hold regularly scheduled meetings with local chapters via phone, webcasts, face-to-face meetings, etc. to promote legislative agendas, conference or other legislative issues. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
3. Attend the SHRM Legislative Conference and participates/organizes hill visits.
4. Work in close cooperation with the Manager, Member Advocacy and the Manager, State Affairs on the SHRM headquarters staff. Identify, evaluate and disseminate 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.
5. Prepare and distribute 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 Manager, State Affairs at SHRM headquarters.)
6. Actively promote SHRM's legislative involvement program, HRVoice, to members. Educate members on the importance of communicating to congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature on the SHRM web site or by individual letters/phone calls/faxes.
7. Develop and/or coordinate an annual state legislative conference.
8. Serve as primary contact for federal legislative issues to the Manager, Member Advocacy at SHRM headquarters. Provide follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
9. Present legislative updates at chapter meetings and state conferences as requested.
10. Encourage and organize state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".



11. 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 headquarters staff.
12. Recruit and coordinate a state contact list of SHRM members who are willing to participate in advanced legislative activities. 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 the state legislature.
13. Develop and maintain contact with both state legislators and members of congress.
14. Work to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
15. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.
16. In conjunction with the Manager, Member Advocacy organize legislative hill visits at the SHRM Legislative Conference by communicating with participants and assigning specific topics or duties.
17. Schedule, manage and facilitate the Legislative Conference in coordination with the State Conference. This means identifying two presenters that tie to specific needs of the state and pending local, state, and federal legislative issues.
18. Respond to any other requests of the state director.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of legislative issues (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.