

## **LEGISLATIVE REPRESENTATIVE**

### 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 SHRM headquarters staff 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  
State council legislative director

### Responsibilities:

- Attend and participate in most scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings on a quarterly basis.
- Maintain contact with state legislators and Member of Congress.
- 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.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the state council legislative affairs director or the SHRM's Governmental Affairs Department.
- Work in close cooperation with the state council legislative affairs director and SHRM's Governmental Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Assist with the development and support of workshops and seminars that address public affairs issues.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write quarterly legislative updates for chapter newsletter.
- Participate in at least one 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.
- Attend all board of directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
  - Chapter Position Descriptions
  - Guide to Contacting Legislators
  - SHRM Leaders Guide
  - Tips for Planning a Legislative Meeting
  - And MUCH MORE...available online at [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/>