

Government Affairs Director

Position Summary:

The job of the Government Affairs Director is to regularly monitor and evaluate pending legislative and regulatory activity at the federal, state, and local level that may have an impact on HR. This position leads the annual Employment Law Conference and often presents legal updates at general membership meetings. This position is also responsible for communicating SHRM Advocacy information.

Responsible To:

Members of the chapter
Chapter President
State Council Legal and Legislative Director

Responsibilities:

- Monitoring state and local government activities and providing timely information on public policy issues to the chapter President, state council legal and legislative affairs director, and the SHRM's Governmental Affairs Department, as appropriate.
- Encouraging chapter members to respond to legislative alerts issued by SHRM's Governmental Affairs Team.
- Informing chapter members about SHRM's Advocacy Team (A-Team) program and how to utilize the letter-writing feature of the HR Policy Action Center on the SHRM website.
- Leading the annual Employment Law Conference committee, responsible for developing the agenda, selecting speakers, securing sponsors, and managing logistics and budget.
- Providing or coordinating legal updates for chapter e-newsletter, website, and general membership meetings.
- Participating in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.