



GOVERNMENT AFFAIRS DIRECTOR



Position Summary:

Serve as an appointed/elected member of the chapter board of directors. 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 AzSHRM Legislative Affairs Director and the SHRM headquarters staff in carrying out these responsibilities.

Responsible To:

The members of the chapter
The Chapter President
State Council Legislative Affairs Director

Responsibilities:

- Provide a legislative affairs report to members at chapter meetings.
- 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 Government 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 Government Affairs Department.
- Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department.
- Serve as the PAHRA liaison for AzSHRM sponsored Advocacy Day.
- Serve as a program advocate at chapter activities.
- Contact state legislators and Members of Congress as recommended by the state legislative affairs director.
- Develop and/or support 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.
- Provide regular legislative updates to the chapter webmaster for inclusion on the chapter website.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Respond to any other requirements of the Chapter President and state legislative affairs director.
- Participate in SHRM Government Affairs Core Leadership Area volunteer leader conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all bi-monthly chapter meetings and Board of Directors meetings.



Requirements:

Must be a member in good standing with PAHRA. This position requires an average of approximately 3 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term: 1 year

Resources Available:

SHRM supplies the following resources for chapter legislative representatives

- Guide to Contacting Legislators
- Tips for Planning a Legislative Meeting
- And MUCH MORE...available online at www.shrm.org/vlrc

Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>

- The Government 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/>