



Position Summary:

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. Communicates SHRM Legislative Affairs policies and goals to SHRM Chapters and Members within the State. Works in close cooperation with the SHRM Government Affairs Team, especially the Senior Advisor for State Affairs, in carrying out these tasks.

Responsibilities:

- Serve as a voting member of the State Council and is expected to attend and participate in all meetings of the council.
- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Work in close cooperation with the Senior Associate, Member Advocacy and the Senior Advisor, 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.
- 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 President, and the Senior Advisor, State Affairs at SHRM headquarters.)
- Actively promote SHRM's Advocacy Team (A-Team) to Members. Educate Members on the importance of communicating to Congress and conduct "How To" sessions on using the SHRM "Write Your Member of Congress" feature of the SHRM HR Policy Action Center under the "Legal Issues & Public Policy" tab of the SHRM website.
- Develop and/or coordinate an annual State Legislative Conference, if possible.
- Serve as the primary contact for federal legislative issues to the Senior Associate, 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.
- Present legislative updates at Chapter Meetings and State Conferences as requested.
- Encourage and organize State letter-writing initiatives/competitions to Federal and State Legislators on pending issues and/or legislation or HR "hot topics".

- 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 Senior Advisor, State Affairs.
- Recruit and coordinate a State contact list of SHRM Members who are willing to serve as members of the A-Team. 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 their State Legislature.
- Develop and maintain contact with both State Legislators and Members of Congress.
- Work to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community coordination with SHRM staff, initiate action in response to legislation, regulation, or legal activities in the State.
- In conjunction with the Senior Associate, Member Advocacy represent their State delegation in participation in the Capitol Hill Advocacy Day during the SHRM Employment Law & Legislative Conference by communicating with participants and assigning specific duties during Capitol Hill meetings.
- Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council President.

Requirements:

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a three-year term beginning the first day of January and ending the last day of December.