



Position Description

LEGISLATIVE AFFAIRS CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

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 of the management of human resources. Act as chapter liaison to legislators, coordinate activities of EHRA Legislative Affairs Committee, and plan and coordinate the Annual Legislative Luncheon.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate activities and meet with committee as necessary (up to three hours per month; preside at the legislative meeting (three hours). Time commitment is heaviest during initial planning stages and the month of the legislative meeting.

SPECIFIC DUTIES:

1. Provide a quarterly legislative affairs report to chapter members.
2. Inform chapter members about HRVoice program and how to use the letter-writing feature on the SHRM website.
3. Keeps abreast of current local, state, and national legislative developments.
4. Contacts legislators regarding chapter position on legislative issues; act as chapter contact to legislators.
5. Coordinates and plan annual legislative meeting; including arrangements for location, meal and speaker. Coordinates submission of program information to HRCI for pre-approval of recertification credit hours.
6. Participate in the SHRM Governmental Affairs Core Leadership Area conference calls and webcasts. Utilize SHRM Volunteer resources www.shrm.org/vlrc.
7. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
8. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
9. Attends all board and chapter meetings.
10. Represents the chapter in the human resources community.