



Elk River, MN

## **LEGISLATIVE REPRESENTATIVE**

### Position Summary:

Serve as an appointed/elected member of the Chapter leadership team. Monitor and evaluate on a continuing basis pending legislative, regulatory, and legal action at the federal, state, and local levels 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 Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities. Core Leadership Position. 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

### Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must attend monthly membership meetings and Board meetings as scheduled

### Responsibilities:

- Provide updates on legislative issues at Chapter meetings as necessary
- Working with the Programs Director, provide an annual legislative program to membership
- Maintain contact with State Legislators and Members 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 Government Affairs Department
- Encourage Chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team
- Work in close cooperation with the State Council Legislative Affairs Director and SHRM's Government Affairs Department
- Serve as a program speaker and advocate at Chapter activities or other professional meetings
- Respond to any other requirements of the Chapter President and State Council Legislative Affairs Director
- Inform Chapter members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the "Legal Issues & Public Policy tab on the SHRM website"
- Promote within the Chapter increased knowledge and activities for influencing legislation
- Participate in the SHRM Government 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
- Provide legislative updates at the Board of Director's meetings.
- Upon the completion of the position's term, assist the incoming Legislative Representative to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
  - Chapter Position Descriptions
  - Guide to Contacting Legislators
  - Fundamentals of Chapter Operations
  - Tips for Planning a Legislative Meeting
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Numerous Legislative Resources are available from SHRM's Governmental Affairs Team online at various sections of <http://www.shrm.org/government/>
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>