



## Job Description

---

### LEGISLATIVE DIRECTOR

**SUMMARY:**

The Legislative Director is responsible for monitoring pending legislation at both the state and federal level and for presenting the information to the chapter members. Responsible for coordinating the annual Employment and Labor Law Conference

**RESPONSIBLE TO:**

- A. The members of the chapter
- B. The Chapter President
- C. State Council Legislative Director

**RESPONSIBILITIES:**

- A. Monitor and evaluate on a continuing basis pending legislation, regulatory and legal action at the federal, state and local level that may have an impact on the management of human resources.
- B. Provide a legislative affairs report to members at chapter meetings.
- C. Monitor state and local government activities and provide timely information on public policy issues to the Chapter President, Washington State Council (WSC) Legislative Affairs Director, and SHRM's Governmental Affairs Department.
- D. Initiate action in response to legislative alerts under SHRM's HR Voice Program after coordination with the WSC Legislative Affairs Director or the DHRM Governmental Affairs Department.
- E. Inform chapter members about HR Voice programs and how to use the letter writing feature on the SHRM web site.
- F. Write regular legislative updates for the chapter newsletter.
- G. Manage the activities of the annual SWHRMA Employment and Labor Law Conference.
- H. Attend all monthly membership and Board of Directors meetings.
- I. Represent the chapter in the Human Resources community.

**RESOURCES AVAILABLE:**

SHRM supplies the following resources for Chapter Legislative Directors

- o Chapter Achievement Plan
- o Chapter Best Practices
- o Chapter Position Guidelines
- o SHRM-Approved Graphics
- o SHRM Leaders Guide
- o SHRM Strategic Planning Toolkit
- o And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>