



ALASKA SHRM STATE COUNCIL

Position Description

Legislative Affairs Director

Function

Monitors and evaluates, 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 headquarters staff in carrying out these tasks.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. May attend the SHRM Legislative Conference upon approval of the Board of Directors and availability of funds.
3. Works in close cooperation with the Manager, Member Advocacy and the Manager, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates 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.
4. Prepares and distributes semiannual summary and status report of pending state HR-related legislation. (Distribution to include each chapter within the state, the state council director and the Manager, State Affairs at SHRM headquarters.)
5. Actively promotes SHRM's legislative involvement program, HRVoice, to members. Educates members on the importance of communicating to congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature on the SHRM web site or by individual letters/phone calls/faxes.
6. Develops and/or coordinates an annual state legislative conference.
7. Serves as primary contact for federal legislative issues to the Manager, Member Advocacy at SHRM headquarters. Provides follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
8. Presents legislative updates at chapter meetings and state conferences as requested.
9. Encourages and organizes state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".
10. 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 headquarters staff.
11. Recruits and coordinates a state contact list of SHRM members who are willing to participate in advanced legislative activities. 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 the state legislature.
12. Develops and maintains contact with both state legislators and members of congress.
13. Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
14. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.



ALASKA SHRM STATE COUNCIL Position Description

15. In conjunction with the Manager, Member Advocacy organizes legislative hill visits at the SHRM Legislative Conference by communicating with participants and assigning specific topics or duties.
16. Responds to any other requests of the state director.

Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years. It is advisable that an individual serves in this position for a multiple-year term.