# Legislative Director

Position Description - Job Title - Volunteer Role

**Role Summary**

The Legislative Director serves as an appointed/elected member of the chapter leadership. This role monitors and evaluates pending legislative, regulatory and legal action at the fede3ral, state and local level that might have an impact on the management of human resources. Works in close cooperation with the State Public Affairs Director and the Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities.

## Reports To:

- Chapter President

-Chapter Members

-State Council Legislative Director

## Key Responsibilities:

* -Maintain contact with state legislators and Member 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.
* -Organize and lead committee for annual Legislative Update meeting
* -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.

## Qualifications

* -Current SHRM membership in good standing throughout the term
* -Commitment to the values of SHRM Northern Colorado and SHRM
* -Demonstrated knowledge in employment law
* -Excellent interpersonal and communication skills

## Expectations

* -Regular attendance at SHRM Northern Colorado events
* -Regular attendance at Board of Directors meetings
* -Regular attendance on the Legislative CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)