

Position Summary:

Monitors and evaluates 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. Presents legislative reports / updates to the Chapter President and fellow Chapter members. Writes regular legislative updates for Chapter newsletter, website, and Chapter Meeting Rolling Slides. Work in close cooperation with the State Public Affairs Director and the SHRM headquarters staff in carrying out these tasks.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Government Affairs Director

Responsibilities:

- Provide a legislative affairs report to members at Chapter board and/or program meetings.
- Monitor state and local government activities and provide timely information on public policy issues to the Chapter President, State Legislative Affairs Director, and the SHRM's Governmental Affairs Department.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the State Legislative Affairs Director or the SHRM's Governmental Affairs Department.
- Work in close cooperation with the State Legislative Affairs Director and SHRM's Governmental Affairs Department.
- Serve as a program speaker and advocate at Chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the Chapter President and State Legislative Affairs Director.
- Inform Chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Uploads reports to BaseCamp monthly.
- Promote within the Chapter increased knowledge and activities for influencing legislation.
- Write quarterly legislative updates for Chapter newsletter.
- Create content at least quarterly for social media posts.
- Update the Rolling Slides monthly.
- Update the Chapter website as changes with legislation occurs.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - SHRM Leader's Guide
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAU/chapter-resources>

<https://vlrc.shrm.org/s/article/Government-Affairs>

<https://advocacy.shrm.org/>