



## Fargo Moorhead Human Resource Association

### Legislative Director Job Description

The Legislative Director is appointed position

The Legislative Director position is a two year term

The Legislative Director is a voting position on the Board of Directors

The Legislative Director must be a SHRM member in good standing

#### Position Summary:

Monitor and evaluate pending legislative, regulatory, and legal action at the federal, state, and local level that may have an impact on the management of human resources.

#### Responsibilities:

- Provide a legislative affairs report to members at Chapter meetings.
- Monitor state and local government activities and provide timely information on public policy issues to Chapter members.
- Promote and encourage members to increase their knowledge of and participate in activities to influence legislation.
- Inform Chapter members about the HRVoice program and the letter-writing feature on the SHRM web site.
- Initiate action in response to legislative alerts under SHRM's HRVoice program.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Legislative Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter By-laws and Constitution.
- Assist other board members with special projects.
- Represent the Chapter in the Human Resources community.

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