

Position Title: Director, Government Affairs

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Monitor and communicate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Serve as a liaison with the Wisconsin State Legislative Affairs Director and SHRM's Governmental Affairs Department in carrying out these tasks. It is advisable that the Director, Government Affairs serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
The Chapter President
State Council Legislative Director

Position Responsibilities:

- Lead the Government Affairs Committee. Delegate following responsibilities as appropriate.
- Attend and participate in all government affairs related Chapter meetings.
- Create and maintain communication with state and local legislators.
- Present a legislative report or update to the Chapter President and fellow Chapter members.
- Monitor state and local government activities and provide timely information on public policy issues to the GMA SHRM membership.
- Work with the Programming Committee to develop and support Chapter Meetings that address public affairs issues.
- Promote activities for enhancing government affairs awareness within the Chapter.
- Solicit and share examples of successful diversity efforts being undertaken by Chapter members in their particular workplaces.
- Inform Chapter members about HR Voice programs and how to use the letter-writing feature on the SHRM web site.
- Coordinate and/or write regular legislative updates for Chapter newsletter.
- Participate in the SHRM Governmental Affairs Core Leadership Area conference calls and webcasts.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President and State Workforce Readiness/Diversity Director.
- Maintain SHRM member ship for term of office.

Last Updated: 3/19/2008