

## Position Title: Director, Government Affairs

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### 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 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.

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### 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 relationships 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 Government Affairs Toolbox annually.
- Work with the Wisconsin State Legislative Director to coordinate State Legislative Conferences in the Madison area.
- 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 SHRM Government Affairs initiatives, how to use the letter-writing feature on the SHRM web site and how to become involved in the SHRM Advocacy Team.
- Coordinate and/or write regular legislative updates for the Chapter newsletter.
- Participate in the SHRM Governmental Affairs Core Leadership Area conference calls and webcasts as needed.

### General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Complete respective area of responsibility of the strategic plan and SHAPE.
- 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 Government Affairs Director.
- Maintain SHRM membership for term of office.
- Complete quarterly review form of Chapter Administrators.

Last Updated: 2/26/13