

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. Oversee Government Affairs Committee to ensure that members are provided with regular legislative and employment law updates through monthly newsletter submissions. Establish and maintain effective contacts with local, state and federal elected official and staffs as well as other public policy outlets. Serve as a liaison with the Wisconsin State Council Legislative Affairs Director, Wisconsin State Council Government Affairs Director, and SHRM's Advocacy "A Team" 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 Government Affairs Director
State Council Legislative Affairs Director

Position Responsibilities:

- Lead the Government Affairs Committee. Delegate responsibilities as appropriate:
- Attend and participate in all government affairs related chapter meetings.
- Recruit Chapter members with an interest in Government Affairs to join the committee. Goal to have at least 1-2 attorneys on the committee to provide legal input to legislative discussions.
- Create and maintain relationships with local, state and federal elected officials.
- Create and maintain relationship with HR-related governmental entities (Department of Workforce Development, etc.) or community/advocacy groups (local chambers of commerce, Wisconsin Manufacturers and Commerce, etc.)
- Create and maintain relationships with other state chapter Government Affairs or Legislative Affairs Directors.
- Present periodic updates to the Chapter President and fellow Chapter members through monthly newsletter submissions or as requested.
- Monitor local, state and federal government activities and provide timely information on public policy issues to the Chapter membership.
- Work with the VP of Programming to develop, coordinate, and support Government Affairs related professional development summit, annually.
- Work with the State Council Legislative Affairs Director and State Council Government Affairs Director to coordinate any legislative conferences in the Madison area including "Day on the Hill."
- Promote activities to create greater member awareness of pending and new human resources related legislation and educate members on how their individual voices can impact the legislative process.
- Inform Chapter members about SHRM Advocacy "A Team" initiatives, how to use the letter-writing feature on the SHRM web site and how to become involved in the SHRM Advocacy "A 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.
- Coordinate with or serve as a SHRM Advocacy Captain for Wisconsin Congressional District(s).
- Participate in quarterly SHRM Advocacy "A Team" webinars and disseminate information to committee members and Chapter.
- When feasible, represent the Chapter at the SHRM Employment Law & Legislative Conference in Washington, DC.

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 Council Government Affairs Director.
- Maintain National SHRM membership for term of office.
- Complete quarterly review form of Chapter Association Management.

Last Updated: 4/13/17