



JOB DESCRIPTION

DIRECTOR OF GOVERNMENT AFFAIRS (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Government Affairs is responsible for monitoring and communicating ongoing federal, state, and local legislative, regulatory, and legal developments affecting human resources.

Responsible To:

Vice President of Communication

Responsibilities:

- Lead the Government Affairs Committee, delegating responsibilities as needed.
- Establish and maintain relationships with local, state, and federal elected officials.
- Build and sustain relationships with HR-related governmental entities (e.g., Department of Workforce Development) and community/advocacy groups (e.g., local chambers of commerce, Wisconsin Manufacturers and Commerce).
- Network with Government Affairs or Legislative Affairs Directors from other state chapters.
- Monitor government activities at all levels and provide timely public policy updates to the Chapter membership.
- Collaborate with the VP of Programming to develop, coordinate, and support an annual Government Affairs-related Professional Development Summit.
- Coordinate with the State Council Legislative Affairs Director and Government Affairs Director on legislative conferences in Madison, including the Workplace Policy Conference.
- Promote member awareness of new and pending HR legislation and educate on legislative impact and advocacy.
- Write or coordinate regular legislative updates for the Chapter newsletter.
- Participate in SHRM Governmental Affairs Core Leadership Area conference calls and webcasts as needed.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three hours.