

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Governmental affairs liaison

**Position Summary:** Serve as an appointed/elected member of the chapter leadership. Monitor and evaluate, 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. Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors
* State council legislative director

**Essential Duties and Responsibilities:**

* Provide a legislative affairs report to members at chapter meetings.
* Maintain contact with state legislators and members of Congress.
* Monitor state and local government activities and provide timely information on public policy issues to board leadership and chapter members.
* Encourage chapter members to respond to legislative alerts issued by SHRM’s Government Affairs Team.
* Work in close cooperation with state council legislative affairs director and SHRM’s Government Affairs Department.
* Serve as a program speaker or secure a legislative advocate to speak annually at chapter activities or other professional meetings.
* Develop and support workshops and seminars that address public affairs issues.
* Inform chapter members about SHRM’s Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the “Legal Issues & Public Policy tab on the SHRM website.
* Promote within the chapter increased knowledge and activities for influencing legislation.
* Write regular legislative updates for chapter newsletter.
* Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* SHRM membership is strongly encouraged.

**Requirements:**

* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Staying abreast of public policy issues (approximately 1-2 hours monthly or as is necessary)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).