

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
LEGISLATIVE DIRECTOR**

Position Overview

The Legislative Director serves as an elected member of the Chapter Board in the area of employment legislation and seeks to educate and inform the membership of current and pending employment law issues.

Duties and Responsibilities

1. Monitors and evaluates 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.
2. Forms and chairs a Chapter Legislative committee. Schedules regular Legislative Committee meetings, facilitates discussion and delegates responsibilities. Establishes annual goals of the Legislative Committee and ensures they are achieved. Maintains a record of all committee meetings, providing copies to each committee member, as well as a copy to all Board Members.
3. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
4. Monitors State and Federal government activity and provides timely information on policy issues to the membership through the HRP Gram and in person at Chapter meetings. Develops and supports workshops and seminars that address public affairs issues. Serves as the Chair of the Planning Committee for the Chapter's Legislative & Legal Conference hosted by HRP.
5. Provides quarterly reports to the membership on regulatory issues.
6. Maintains contact with State Legislative Affairs Director and other national SHRM legislative leaders. Maintains contact with State Legislators and Members of Congress.
7. Participates in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
8. Submits annual budget for review and approval by Board.
9. Represents the chapter in the Human Resources community.
10. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
11. Contributes items for Board approval to be included in annual Chapter goals.
12. Attends and participates in Chapter Board meetings & monthly Chapter meetings
13. Responds to requests of the Chapter President as needed.

Requirements

The Legislative Director must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.

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Task List

1. Monitors weekly proposed legislation through Pennsylvania legislature website.
2. Monitors daily proposed legislation and legal issues through SHRM.
3. Prepares at least quarterly Legal & Legislative newsletter. Constantly solicits articles from committee members. Continuous review of SHRM, legal postings and other websites for identification of "hot topic issues."
4. Draft, at least quarterly, articles for Legal & Legislative newsletter.
5. Attend monthly Board of Director meetings.
6. Attend monthly Chapter meetings.
7. Review legal issues, as necessary, for Board of Directors and Chapter.
8. Draft contracts/agreements, as necessary, for Board of Directors and Chapter.
9. Prepare and conduct presentations at Chapter meetings/conferences, as requested.
10. Participate in Chapter certification program.