

WORKFORCE READINESS AND GOVERNMENTAL AFFAIRS DIRECTOR

Function

Monitor and evaluate local activities concerning workforce readiness issues. Monitor and evaluate pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the human resources community. Present a legislative report or update at monthly Chapter meetings. Inform the Board of Directors of SHRM's position on legislation affecting the human resources profession.

Responsibilities

1. Serve as advocate and program coordinator for workforce readiness chapter activities.
2. Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
3. Monitor local activities concerning workforce readiness and provide timely information on education issues to the Chapter.
4. Provide a legislative affairs report to members at monthly chapter meetings.
5. Maintain contact with state legislators and members of Congress.
6. Monitor state and local government activities and provide timely information on public policy issues to the Board of Directors.
7. Initiate action in response to legislative alerts.
8. Develop and support workshops and seminars that address public affairs issues.
9. Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
10. Promote within the chapter increased knowledge and activities for influencing legislation.
11. Write regular legislative updates for chapter newsletter.
12. Serve on various Chapter event committees, as needed.
13. Attend 75% of Chapter and Board of Directors meetings.
14. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
15. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
16. Represent the chapter in the Human Resources community.
17. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing.

Term

Two years and three months

7-15-03; 01-01-04

Revised 02-01-05; 01/2009