

## Government Affairs Director

### Position Description

Updated: January 2023

**Function:** Monitors and evaluates, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicates SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs Department staff in carrying out these tasks.

**Responsible To:** The State Director

### Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Works in close cooperation with the Senior Associate, Member Advocacy and the Senior Advisor, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
3. Actively promotes SHRM's Advocacy Team (A-Team) to members. Educates members on the importance of communicating to Congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature of the SHRM HR Policy Action Center under the "Legal Issues & Public Policy" tab of the SHRM website..
4. Serves as primary contact for federal legislative issues to the Senior Associate, Member Advocacy at SHRM headquarters. Provides follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
5. Presents legislative updates at chapter meetings and state conferences as requested.
6. Encourages and organizes state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".
7. May assist in the development of position papers, responses to legislative and regulatory offices, etc. May initiate actions responding to these matters within the state after coordination with the SHRM headquarters staff.
8. Recruits and coordinates a state contact list of SHRM members who are willing to serve as members to the A-Team. These activities would include, but are not limited to, providing unique personal accounts on specific pieces of legislation to SHRM or for federal or state congressional use, serving as an "expert" resource/speaker for SHRM on a particular issue and testifying before either Congress or the state legislature.
9. Develops and maintains contact with both state legislators and members of Congress.
10. Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
11. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.
12. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Coordinate activities to promote current legislature and the A Team at conference.
  - b. Facilitate opportunities to meet with legislators during leadership conference and/or state conference.

# North Dakota SHRM State Council



Affiliate of Society for Human Resource Management

13. Responds to any other requests of the State Director.
14. This position is designated as a SHRM “Core Leadership” position.

## Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Attendance required at 75% of State Council meetings via phone, virtually, or in person
4. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



*The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.*