

---

# Southwest Area Human Resource Association

---



## Governmental Affairs Director

### Function:

Monitors and evaluates on a continuing basis, pending legislative, regulatory, and legal action at the federal, state, and local level which may have an impact on the management of human resources. Presents a legislative report or update to the Chapter President and fellow chapter members. Informs elected officials of SHRM's position on legislation affecting the human resource profession.

### Responsible to:

- Members of the chapter
- Chapter President

### Responsibilities:

1. Provides a legislative affairs report at meetings or through newsletter to all members on a regular basis.
2. Maintains contact with state legislators and Member of Congress. Monitors state and local government activities and provides timely information on issues to the Chapter President, State Legislative Affairs Director, and the National Headquarters staff.
3. Initiates action in response to legislative alerts under SHRM's grassroots legislative action program.
4. Attends all monthly meetings and Board of Directors meetings.
5. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
6. Represents the chapter in the Human Resources community.