



Legislative Chairperson Position Description

Summary:

- Serves as the liaison between SHRM, HR Florida, and chapter membership in legislative affairs.

Reports To/Direct Reports:

- Reports To: President-Elect
- Direct Reports: Legislative Committee Members

Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Recruit members to serve on the committee.
- Monitor and evaluate pending legislative, regulatory and legal action at the federal, state and local level that may have an impact on the management of human resources; provide updates to membership via email, social media posts, website posts and presentations.
- Encourage members to respond to legislative alerts issue by SHRM's Government Affairs Team.
- Inform members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center.
- Promote increased knowledge and activities for influencing legislation.
- Speak with elected officials of SHRM's and HR Florida's position on legislation affecting the human resources profession; create opportunities for members to build relationships with local elected officials.
- Assist the Legal Conference Chairperson and the VP of Programs select topics and speakers for the legal conference; serve on the legal conference committee.
- Participate in SHRM and HR Florida SHRM Government Affairs Core Leadership Area calls and webcasts.
- Participate in HR Florida's annual Legislative Conference.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.

- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.