



LEGISLATIVE DIRECTOR

Job Description

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. Provides updates to the Board and Members on relevant proposed and new legislation; and educates the Members on how the impact of the legislative process.

General

- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Preferred: Membership with SHRM.
- Must attend a minimum of 75% of Board meetings (9 meeting).
- Must attend a minimum of 67% of CCHRA events (4 events).

Key Responsibilities

- Provide a legislative affairs report to Board of Directors and members at chapter meetings and submit chapter newsletter articles on law that impact the management of human resources, proposed legislation or changes in the law as it pertains to Human Resources.
- Monitor state and local government activities and provide timely information on issues affecting the management of human resources to the Board of Directors.
- Serve as a source of information on legislative changes chapter activities, members or other professional meetings including updates, calls for action, pending or current legislations as it affects Business operations.
- Support workshops and seminars that address legislative issues.
- Monitor websites such as SHRM or CALSHRM and/or other legislative sites to keep updated on new and pending legislative changes.
- Work with the Professional Development Director to invite local legislators to address the chapter.
- Educate members on how they can impact the legislative process.

- Educate regarding and advocate the use of HRVoice email letter writing tools by members and chapter leaders.
- Increase the level of legislative activism on an annual basis.
- Respond to any other requirements of the Chapter President and State Legislative Affairs Director.