

Louisiana Society for Human Resources Management (LASHRM)  
Position Description

**TITLE:** LASHRM Legislative Activities Director

**REPORTS TO:** LASHRM State Council Director

*Function:*

Serves as a voting member of the council. 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 LASHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs headquarters staff in carrying out these tasks.

*Duties and 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. Attends the SHRM Legislative Conference and participates in hill visits.
3. Works in close cooperation with Member Advocacy and the Manager, State Affairs on the SHRM headquarters staff as necessary. 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 LASHRM members or the profession.
4. Prepares and distributes summaries and status reports of pending state HR-related legislation as necessary. (Distribution to include each chapter within the state, the state council director and the Manager, State Affairs at SHRM headquarters.)
5. Actively promotes SHRM's legislative involvement program, HRVoice, to members. Educates members on the importance of communicating to congress, including the use of the SHRM "Write Your Member of Congress" feature on the SHRM web site or individual letters/phone calls/faxes.
6. 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.
7. Presents legislative updates at local chapter meetings and the state conferences as requested.

8. Encourages and organizes state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR “hot topics”.
9. 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.
10. Recruits and coordinates a state contact list of LASHRM members who are willing to participate in advanced legislative activities. These activities would include, but are not limited to, providing unique personal accounts on specific pieces of legislation to LASHRM 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.
11. Develops and maintains contact with both state legislators and members of congress.
12. Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
13. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state a necessary.
14. Responds to any other requests of the state director.

*Requirements:*

1. Must be an SHRM member in good standing throughout the duration of participation on the Governing Body (Article VI, Section D). HRCI certification highly desirable.
2. Appointment is made by the State Council Director with the prior concurrent of the appropriate SHRM representative assigned by SHRM to advise the Governing Body. (Article VI, Section E)
3. Be available to visit chapters throughout the state as needed.
4. Serves a term beginning the first day of January and ending the last day of December. May be reappointed in the same position for not more than four additional consecutive years. (Article VI, Section E)