

Legislative Coordinator

Position Overview:

Monitors and evaluates pending federal, state and local legislative, regulatory and legal action which may have an impact on the management of human resources. Presents legislative reports or updates to the Chapter President, SESHHRM Board, and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resource profession. Works in close cooperation with the State Legislative Director and Sioux Falls Chamber Public Affairs Director in carrying out these tasks.

Term:

The Legislative Coordinator is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Provide legislative report at chapter meetings, for inclusion in the monthly SESHHRM newsletter, and update the Legislative section of the SESHHRM web site.
- Maintain contact with state legislators and members of congress.
- Monitor activities and initiate action in response to legislative alerts from the National SHRM Government Affairs office and work in close cooperation with the State Legislative Director and National SHRM Government Affairs office.
- Promote within the chapter increased knowledge and activities for influencing legislation by serving as a program speaker and advocate at chapter activities or other professional meetings, or developing and supporting workshops and seminars that address public affairs issues.
- With Membership / Secretary and Certification and Education Coordinator, facilitates New Member Orientation sessions.
- Work with Technology coordinator to update legislative items on website.
- Represent the chapter in the Human Resources community.
- Complete other tasks and duties as assigned by the President.