



## **VICE PRESIDENT OF LEGAL AND LEGISLATIVE**

### **Position Summary:**

Serve as an appointed/elected member of the chapter leadership. Monitor and evaluate on a continuing basis pending legislative, regulatory, and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present legislative reports or updates to the chapter president and fellow chapter members. Inform elected officials of Austin SHRM and SHRM's position on legislation affecting the human resources profession. Work in close cooperation with Austin SHRM and SHRM leadership in carrying out these responsibilities.

### **Responsible To:**

The members of the chapter and the Austin SHRM board of directors.

### **Responsibilities:**

- Attend and participate in all scheduled chapter meetings.
- Provide legal and legislative affairs updates to members at chapter meetings, when relevant.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president and members of the chapter.
- Encourage chapter members to respond to legislative alerts.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address legal and public affairs issues.
- Respond to any other requirements of the chapter president.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Develop and coordinate Legal and Legislative committee for Austin SHRM volunteers.
- Represent the chapter in the human resources community.
- Attend all monthly membership and Board of Directors meetings.