

**DIVERSITY DIRECTOR / LEGISLATIVE REPRESENTATIVE**

Position Summary:

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsible To:

The members of the chapter  
The chapter president  
State council diversity director

Responsibilities:

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other diversity directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter diversity directors
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
- SHRM Diversity Focus Area at [www.shrm.org/diversity](http://www.shrm.org/diversity)

**LEGISLATIVE REPRESENTATIVE**

### 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 a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the SHRM headquarters staff in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

### Responsible To:

The members of the chapter  
The chapter president  
State council legislative director

### Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Government Affairs Department.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the state council legislative affairs director or the SHRM's Government Affairs Department.
- Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for chapter newsletter.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
  - Chapter Position Descriptions
  - Guide to Contacting Legislators
  - Fundamentals of Chapter Operations
  - Tips for Planning a Legislative Meeting
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
  - The Government Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>