



*Engage • Educate • Empower*

## **Director of Legal Affairs**

Length of Commitment: 2 years

Estimated monthly time commitment 3-5 hours

Updated: July 12, 2016

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### **Summary of Role**

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. Support chapter functions by reviewing all contracts or other legal documents before execution.

### **Outcomes and Responsibilities**

- Provide a legislative affairs report to members at chapter meetings
- 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
- Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team
- 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
- Promote within the chapter increased knowledge and activities for influencing legislation
- 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
- Support chapter functions by reviewing all contracts or other legal documents before execution
- Attend at least 9 monthly chapter meetings

- Attend 8 of 11 board of directors meetings
  - Held the third Tuesday of each month at 5:45pm

## **Qualifications**

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM and HRCI bodies of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred