LEGISLATIVE LIAISON
Job Description
Revised August 1, 2002

Responsible to: Chapter President, Members of the Chapter's Executive Board, and Members of the Mt. Baker Chapter of SHRM/NHRMA.

Function: The Legislative Liaison serves the Chapter by providing regular information on key legislation issues.

Duties:

1. Continuously brings legislative developments, which may be of interest, to the attention of the membership.

2. Gives oral updates at chapter meetings.

3. Prepares articles for newsletter and website.

4. Organizes an annual legislative program.

5. Writes to legislators concerning the chapter’s view on legislative issues.

6. May testify before the legislature on important issues.

7. Keeps abreast of all legislative developments through:
   - SHRM Grassroots Network
   - NHRMA Public Affairs

8. Attends meetings of the board and general membership on regular basis in order to keep informed of chapter activities.

9. Immediately upon leaving the office of Legislative Liaison, and no later than the January board meeting, forwards all materials and/or information related to the position to the incoming Legislative Liaison.

10. Represents the Chapter in the Human Resources community and actively promotes the awareness and support of its activities.

11. Uphold SHRM Code of Ethics and the Chapter By-laws.

Qualifications: Must be a member of SHRM and possess up-to-date knowledge in the general areas of Human Resource Management.