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## ***Job Description***

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Board Position: Director of Legal Affairs  
Length of Term: Two Years  
Revision Date: March 2024

### **Position Summary**

The Director of Legal Affairs monitors and evaluates 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. Work in close cooperation with the State Public Affairs Director and the SHRM headquarters staff in carrying out these responsibilities. The Director of Legal Affairs serves a two-year term.

### **Responsibilities**

- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Members of Congress.
- Monitor state and local government actives and provide timely information on public policy issues to the chapter present, state council legislative affairs director and SHRM's Governmental Affairs Department.
- Initiate action in response to legislative alerts in SHRM's HRVoice program after coordination with the state council legislative affairs director or the SHRM's Government Affairs Director.
- Work in close cooperation with the state council legislative affairs director an SHRMS's Government Affairs Department.
- Serve as a program speaker and advocate at chapter actives or other professional.
- Develop and support workshop and seminars that address public affairs issues.
- Promote within the chapter increased knowledge and actives for influencing legislation.
- Present regular legislative updates for chapter members.
- Assist the President with enforcement of board and chapter policies and strategic priorities.
- Ensure chapter compliance with laws and regulations that relate to board duties, activities, events and meetings, and governance.
- Safeguard and maintain contracts, written policies, corporate documents, insurance and other vendor policies, and legal documents.
- Complete special projects upon request.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.

- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

### **Qualifications**

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

### **Responsible To**

- Chapter Members
- Chapter President