



VOLUNTEER POSITION DESCRIPTION

Government Affairs Director

The Government Affairs Director is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee. The Government Affairs Director provides legislative information to the Executive Committee and the membership pertinent to the Human Resources profession.

RESPONSIBLE TO

The members of BV-SHRM
The President of BV-SHRM
The BV-SHRM Executive Committee

RESPONSIBILITIES

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Provides legislative updates to membership at monthly membership meetings on topics of interest to the Human Resources Profession.
- Provides articles regarding current legislative activity for the monthly newsletter.
- Attends annual Texas State Council Legislative Conference.

REQUIREMENTS

- Must be a SHRM member in good standing elected by the chapter membership.
- Ability to attend majority of monthly membership meetings.
- Ability to attend majority of monthly Executive Board meetings.
- An interest in actively researching current legislative activity and sharing that knowledge with BV-SHRM membership.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Should have good organizational skills, written and verbal communication skills.
- Basic computer knowledge, including use of email and word processing.

ESTIMATION OF VOLUNTEER HOURS

- 7.5 hours per month
 - 2.0 hours for monthly BV-SHRM luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
 - 3.0 hours preparing legislative information for newsletter and monthly meeting presentation
- 2 Days in Fall for Legislative Conference in Austin
- ½ Day Executive Committee Planning Session in January annually.