

# Chesapeake Human Resources Association

## CHRA Leader and Committee Description Sheet

Role (Title): Director – Government Affairs

Committee Name: Government Affairs

### ***Government Affairs Committee (G.A.C.) Charter:***

The mission of the G.A.C. is, *"To influence legislative issues in Maryland related to HR management practice and in accordance with the Association's purpose of advancing the HR discipline; and to act as liaison to Maryland's governmental entities within the legislative, executive and judicial branches."*

### ***G.A.C. Director Role Description:***

The Director oversees and coordinates activities that inform the Association's membership of legislative, legal and regulatory issues related to human resource management practice. The Director collaborates on behalf of the Association with SHRM, the Maryland State Council, the Maryland and local Chambers of Commerce, and other employment-related interest groups to influence related activities in a manner consistent with the Association's values and mission.

### ***G.A.C. Activity Descriptions:***

The G.A.C. Director:

- Serves as an active member of the CHRA Board, representing the G.A. Committee, reporting on the relevant activities and progress towards goals;
- Establishes annual committee goals and measures progress towards those goals based on the corresponding year's SHRM Chapter Activity Plan (CAP);
- Is responsible for the recruitment and retention of "active" committee members (see Description of Expectations below), in conjunction with fellow Committee members;
- Coordinates and facilitates Committee meetings throughout the year including preparing agendas and minutes for each;
- Develops a report to be presented at membership meetings by the Director or his/her designee on a periodic basis, at least as frequent as identified in the CAP;
- Coordinates the writing of articles for the monthly LegiSpeak column, usually on a rotating basis from among G.A.C. members;
- Engages in succession planning;
- May also provide weekly updates for the website while the Maryland General Assembly is in session. Monthly and weekly reports are developed in conjunction with all committee members who provide input based on their area of practice/expertise.

The GAC Director may anticipate an average, monthly time commitment of 5-10 hours depending upon the support s/he receives from committee members and the extent to which s/he wishes to engage in some or all of the activities listed above.

### ***G.A.C. Description of Expectations:***

The committee meets monthly during the months of January to April each year while the Maryland General Assembly is in session. From May to December we meet bi-monthly. Most of our meetings are conference calls to respect committee members' time and travel. Committee members *actively* participate by attending the scheduled meetings/calls, writing articles for the newsletter on a rotating basis, and serve as a content

"expert" in a particular employment area or issue and helping to track "hot topics" related to that area. We maintain two pages on the CHRA website. A weekly update that is maintained from January to April and a monthly report that is updated throughout the year (I write these). You can also visit <http://www.chra.com/leginfo.htm> for more information.

Members are expected to be "active" defined as 60% participation in and not limited to, the following activities/events: committee meetings, assisting during chapter meetings; writing LegiSpeak articles; serving in an area of specialization.