

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)**

COMMITTEE RESPONSIBILITIES

Committee: **Legislative Affairs**

Purpose/Mission of Committee:

To monitor and evaluate (on an ongoing basis) any pending legislative, regulatory or legal developments and action at the federal, state and local level which may have an impact on the management of human resources, in accordance with Purpose # 2 as specified in the Association's Bylaws.

To inform Association members of same and provide referrals to resources that will enable Association members to take action.

Committee Responsibilities:

1. Provide timely information on any legislative, regulatory or legal developments of potential interest to members and provide referrals to resources that will enable members to take action, as appropriate. Information may be provided through several means of communication including, but not limited to, articles in the Association's newsletter (the HReport), email blasts, a legislative affairs report to members at monthly meetings, copies of a summary or recent or "hot" HR issues and pending legislation distributed at monthly meetings, etc.
2. Work closely (network/liaison) with national and PA State SHRM Legislative Affairs representatives and committees and/or the Chamber of Commerce to gather information that can then be communicated to the members.
3. Assist in the development of and fully support any workshops and/or seminars which are designed to address legislative affairs and issues.

Time Requirements:

For a committee member:

1 hour per month for committee meetings, and an additional 30 minutes per month to monitor legislative developments. An additional 30 minutes per month for committee work during an event month (phone calls, news article, set up).

Also, whenever possible attend the three one-hour Brown Bag Luncheons, the Legislative Breakfast, or the Washington D.C. Bus Trip.

For the committee chair:

Same as above. Add an additional 15 minutes per month for preparing minutes and reminders.