



**Human Resources Association  
of Greater Detroit**

**VICE PRESIDENT LEGAL AFFAIRS**

Position Summary:

Serve as an elected member of the chapter leadership serving as a Board liaison to the Legal Affairs Committee. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action, including case law, at the federal, state, and local level that may have an impact on the management of human resources. Present regular legislative reports or updates to the chapter members. It is advisable that the chapter Vice President of Legal Affairs serve a multiple-year term.

Responsible To:

The members of the chapter  
The chapter president

Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Through the Legal Affairs Committee, provide a legal affairs report to members minimum of once annually at a chapter meetings and through twice monthly e-mail blasts.
- Facilitate the monitoring of state and local government activities through the Legal Affairs Committee.
- Serve as a program speaker as needed at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address legal issues.
- Respond to any other requirements of the chapter president.
- Facilitate the writing of regular legal updates for chapter newsletter through the Legal Affairs Committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- Resources SHRM supplies the Chapter Vice President of Legal Affairs are :
  - Chapter Position Descriptions
  - Guide to Contacting Legislators
  - SHRM Leaders Guide
  - Tips for Planning a Legislative Meeting
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
  - The Governmental Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>