



Academy of Certified Hazardous Materials Managers

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ACHMM

JOB DESCRIPTION

Effective: June 2007

Category: Volunteer

Job Title: Government Relations Director (2-year term or may be appointed by the President to complete an unfulfilled term)

Immediate Supervisor: President

Job Description:

General – There are two primary duties associated with the Government Relations Director position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD). The second duty is to promote the credential and member recognition at all levels of government and provide members with information regarding regulatory information by:

- Providing a national focal point for communication between the ACHMM, its local chapters, its members and government officials;
- Monitoring and communicating information regarding current and proposed Federal or State legislation and/or regulations that may impact members; and
- Providing support to Local Chapters working on pending legislation and/or regulations that may impact members.
- Identifying and implementing ways ACHMM and its members can assist in the unified national effort to homeland security and emergency response as they relate to hazardous materials and substances.

I. Detailed –

A. General Performance Requirements

Refer to At-Large Director's Job Description for General Performance Requirements including time management and accountability, and meeting attendance.

B. Specific Performance Requirements

1. Serve as the Chair of the Government Relations Standing Committee.
 - a. Provide direct communication between the BoD and the Standing Committee which currently consists of the following Technical Subcommittees: Government Affairs and Homeland Security.
 - b. Ensure that each technical subcommittee knows and are working toward completing the agreed upon tasks to achieve ACHMM's strategic objectives.
 - c. Prepare and submit a quarterly status report to BoD summarizing the status of the agreed upon tasks in the Strategic Plan as well as other tasks as assigned by the BoD.

- d. Conduct an annual review of the charter for each technical subcommittee to verify they are consistent with ACHMM's Strategic Plan and current needs.
- e. Propose subcommittee restructuring and/or objective/task reassignments as needed
- f. Ensure that each technical subcommittee has a succession plan in place
2. Develop relationships with regulatory agencies at the federal, state and local levels to enhance member recognition
3. Monitor current and proposed legislation at the federal and state level and notify ACHMM members of actual and potential regulatory changes in order ensure members have necessary information as well as the opportunity to provide comment.
4. Identify and implement methods to education ACHMM members about the unified national effort to homeland security and emergency response as it relates to hazardous materials and substances.

II. Time Management and Accountability

A. General

Refer to At-Large Director's Job Description for General Time Management and Accountability Requirements

B. Specific

1. Prepare and submit quarterly committee report in advance for quarterly BoD meeting.
2. Maintain a database of federal and state agencies that recognize member credentials.
3. Identify, pursue and track hazardous materials legislation including homeland security and emergency response

III Meetings

A. General

Refer to At-Large Director's Job Description for General Meeting Requirements

B. Standing Committee Chairperson

1. Chair the Government Relations Standing Committee - Members of the Business Development Standing Committee shall include the chairpersons and vice-chairpersons of the following technical subcommittees: Government Affairs and Homeland Security.
2. Meet at least monthly to insure that technical subcommittees are on track with meeting their agreed upon tasks to meet ACHMM's Strategic Plan

IV. Other Duties

A. General

Refer to At-Large Director's Job Description for Other General Duties

B. Fundraising

Work with the Executive Director and BoD to develop and implement a plan to achieve annual revenue goals.

C. Requirements for Position

1. Academy member in good standing.
2. A qualified candidate for the position of Director of Government Relations shall have served as a committee chairperson or vice-chairperson of one of the technical committees assigned to the Government Relations Standing Committee for at least one year, or has a

skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an ACHMM At-Large Director, or as another ACHMM Committee Chairperson or Vice-Chairperson, or as officer of an ACHMM Chapter.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed: _____

Insert Individual's Name Here