



West

THE COUNCIL OF STATE GOVERNMENTS

CSG West Policy Committee Co-Chairs Responsibilities and Expectations

Appointed by: CSG West Chair and Chair-Elect, in consultation with the Vice chair and Immediate Past Chair

Member of: Executive Committee

Term of position: Two Years

The work of CSG West policy committees reflects the substantive issues facing Western legislatures. CSG West policy committees offer opportunities for legislators to learn from the experiences and expertise of other states as well as hear from nationally and internationally recognized experts in particular subject matters. Policy committees can recommend resolutions and policy positions for the consideration of the CSG West Executive Committee.

Role of Committee Co-Chairs

Policy committee co-chairs play an important leadership role in convening the membership and setting the objectives of the committee. Additionally, the committee co-chairs provide direction to CSG West staff in the planning and coordination of the policy committee's agenda during the biennium, monitoring the progress of the committee's efforts, and ensuring committee business is carried out in accordance with the committee's established goals and priorities.

Responsibilities

- Ensure organizational priorities and member interests are addressed in the most effective and efficient manner.
- **Communicate** consistently with CSG West staff and co-chair to discuss the progress of the committee's work and schedule activities, such as conference calls and virtual meetings during the year.
- Establish a communication method and preference with CSG West staff when legislature is in and out of session.
- Conduct a **committee conference call or virtual gathering** at the beginning of the year, after the Annual meeting, and as necessary



- throughout the biennium, for the purpose of identifying the committee's goals, developing an agenda for the year.
- In conjunction with the other co-chair, preside and facilitate the policy committee meeting during the **CSG West Annual Meeting** and at other activities hosted by the committee.
 - Assist CSG West staff in the preparation of any **policy committee resolutions** or recommendations for presentation to the policy committee and Executive Committee.
 - Ensure committee members have a clear understanding of CSG West's neutral, non-partisan role to foster effective dialogue and completion of committee business.
 - In conjunction with the other co-chair, serve as a spokesperson for the policy committee during **Executive Committee meetings**.

Expectations

- Commitment to support CSG West values, mission and goals.
- Strong leadership and collaborative skills to support the committee members.
- Strong facilitation and communication skills, knowledge of Robert's Rules of Order, and an understanding of the policy resolutions process.
- Foster objectivity to ensure that dialogue among committee members is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and keep committee business moving.

Updated December 2020.