



CSG West Policy Committee Chairs Responsibilities and Expectations

Appointed by: CSG West Chair and Chair-Elect

Member of: Executive Committee

Term of position: Two Years

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

Responsibilities

- Ensure organizational priorities and members' concerns are addressed in the most effective and efficient manner.
- Conduct a committee conference call at the beginning of the year for the purpose of identifying the committee's goals and developing an agenda for the year.
- Communicate with CSG West staff and vice chair at least once a month to discuss progress of agenda and schedule at least one committee activity, such as conference call or webinar during the year.
- Preside and facilitate the policy committee meeting during CSG West Annual Meeting.
- Ensure committee members have a clear understanding of CSG West's neutral, non-partisan status to foster effective dialog and completion of committee business.
- Assist CSG West staff in the preparation of any policy committee resolutions or recommendations for presentation to the Executive Committee.
- Serve as the primary spokesperson for the policy committee during Executive Committee meetings.

- Conduct a post Annual Meeting conference call with committee members.
- Establish a communication method and preference with CSG West staff when legislature is in and out of session.

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.
- Objectivity to ensure that dialog 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.

Adopted by the CSG West Executive Committee on July 31, 2015 during the 68th CSG West Annual Meeting in Vail, Colorado.