



CSG West Chair

Essential Functions, Duties & Responsibilities

The CSG West chair, along with the chair-elect, vice chair, and immediate past chair, serves as an Officer of the organization. All Officers will serve one-year terms beginning on January 1 of the year following their election or succession.

Essential Functions

- Provide leadership and guidance to CSG West and its staff.
- The Chair will preside at all meetings of the Executive Committee and any special meetings, and represent CSG West at CSG national meetings.
- Enable other CSG West leaders and members to fulfill their responsibilities for the governance and strategic direction of the organization.
- In cooperation with the executive director, ensure that CSG West is administered in accordance with its adopted rules and guidelines, CSG Articles of Organizations, and that the organization adheres to the highest ethical standards.
- Provide outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG West.

Duties and Responsibilities

- Provide oversight of the organization's budget and the timely collection of Member Jurisdiction and Associate Member Jurisdiction appropriations.
- Establish organizational goals and conduct strategic planning consistent with the purpose of CSG West.
- Assign responsibilities to the Executive Director (Director).
- Establish performance goals and milestones for the Director and review and evaluate the performance of the Director annually.
- Each biennium the Chair and Chair-Elect will establish policy committees, and appoint chairs and vice-chairs as needed. Reasonable efforts will be made to consult with the other officers.

- The Chair or his/her designee will serve as a member of the CSG Leadership Council and perform such duties as required by the CSG Articles of Organization.
- The Chair will appoint members to national committees and task forces of CSG as required by the CSG Articles of Organization.
- The Chair will appoint a member of the Executive Committee to serve as a delegate to the National Conference of State Legislatures (NCSL), which will be from Member Jurisdictions not having at-large legislator representation on the NCSL Executive Committee.
- The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, may create policy committees as necessary to advance the mission of CSG West.
- The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, may create a task force for a specific purpose and a limited time less than the biennium.
- The Chair and Chair-Elect for the biennium, will appoint Westrends Board members, subject to the approval of the appropriate appointing authority.
- The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, will appoint a chair and vice-chair to lead the Westrends Board of Directors, from among the appointed Westrends Board members.
- The Chair, in consultation with the Chair-Elect, will appoint the members and private sector representatives to the CSG West Private Sector Forum. A majority of the forum members will be public sector representatives of Member Jurisdictions.
- Ensure that CSG West policy committees, task forces, Westrends Board, and private sector forum carry out their work in accordance with their established goals and priorities, including reporting progress to the CSG West Executive Committee.
- Coordinates with staff in the planning and execution of the annual meeting during their chairmanship.
- Has the first-right of refusal to convene the annual meeting during their chairmanship in their respective state.

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



CSG West Chair-Elect Essential Functions, Duties & Responsibilities

The CSG West chair-elect, along with the chair, vice chair, and immediate past chair, serves as an Officer of the organization. All Officers will serve one-year terms beginning on January 1 of the year following their election or succession.

Essential Functions

- In consultation and cooperation with the Chair, provide leadership and guidance to CSG West and its staff.
- The Chair-Elect will serve as acting Chair in the absence of the Chair.
- Support and work cooperatively with the Chair and the executive director, ensure that CSG West is administered in accordance with its rules/guidelines, CSG Articles of Organizations, and that the organization adheres to the highest ethical standards.
- Provide outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG West.

Duties and Responsibilities

- Provide oversight of the organization's budget and the timely collection of Member Jurisdiction and Associate Member Jurisdiction appropriations.
- Establish organizational goals and conduct strategic planning consistent with the purpose of CSG West.
- Assign responsibilities to the CSG West Executive Director (Director).
- Establish performance goals and milestones for the Director and review and evaluate the performance of the Director annually.

- Each biennium the Chair-Elect and Chair will establish policy committees, and appoint chairs and vice-chairs as needed. Reasonable efforts will be made to consult with the other officers.
- The Chair-Elect and Chair, in consultation with the Vice Chair and Immediate Past Chair, may create policy committees as necessary to advance the mission of CSG West.
- The Chair-Elect and Chair, in consultation with the Vice Chair and Immediate Past Chair, may create a task force for a specific purpose and a limited time less than the biennium.
- The Chair–Elect and Chair for the biennium will appoint members to the Westrends Board, subject to the approval of the appropriate appointing authority.
- The Chair-Elect and Chair, in consultation with the Vice Chair and Immediate Past Chair, will appoint a chair and vice-chair to lead the Westrends Board of Directors, from among the appointed Board members.
- The Chair-Elect will consult the Chair on appointing members and private sector representatives to the CSG West Private Sector Forum. A majority of the forum members will be public sector representatives of Member Jurisdictions.
- The Chair-Elect will chair the CSG West Private Sector Forum.
- Provide guidance and advice to the executive director and CSG West Executive Committee as appropriate.
- Coordinates with staff and host state in the planning of the annual meeting during their chairmanship.
- Has the first-right of refusal to convene the annual meeting during their chairmanship in their respective state.

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



CSG West Vice Chair Essential Functions, Duties & Responsibilities

The CSG West vice chair, along with the chair, chair-elect and immediate past chair, serves as an Officer of the organization. All Officers will serve one-year terms beginning on January 1 of the year following their election or succession.

Essential Functions

- In consultation and cooperation with the Chair and Chair-Elect, provide leadership and guidance to CSG West and its staff.
- The Vice Chair will serve as acting Chair in the absence of the Chair and Chair-Elect.
- Support and work cooperatively with the Chair and Chair-Elect and the executive director to ensure that CSG West is administered in accordance with its rules/guidelines, CSG Articles of Organizations, and that the organization adheres to the highest ethical standards.
- Provide outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG West.

Duties and Responsibilities

- Provide oversight of the organization's budget and the timely collection of Member Jurisdiction and Associate Member Jurisdiction appropriations.
- Establish organizational goals and conduct strategic planning consistent with the purpose of CSG West.
- Assign responsibilities to the CSG West Executive Director (Director).
- Establish performance goals and milestones for the Director and review and evaluate the performance of the Director annually.

- The CSG West Vice Chair will serve as vice-chair the CSG West Public Sector Forum.
- Provide guidance and advice to the executive director and CSG West Executive Committee as appropriate.
- Begins working with CSG West staff on the planning and coordination of the annual meeting to convene during their their chairmanship.
- Has the first-right of refusal to convene the annual meeting during their chairmanship in their respective state.

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



CSG West Immediate Past Chair Essential Functions, Duties & Responsibilities

The CSG West immediate past chair, along with the chair, chair-elect and vice chair, serves as an Officer of the organization. All Officers will serve one-year terms beginning on January 1 of the year following their election or succession.

Essential Functions

- Provide leadership and guidance to CSG West and its staff.
- Enable other CSG West leaders and members to fulfill their responsibilities for the governance and strategic direction of the organization.
- Provide advice and counsel to the Chair and the executive director as they seek to ensure that CSG West is administered in accordance with its rules/guidelines, CSG Articles of Organizations, and that the organization adheres to the highest ethical standards.
- Provide outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG West.

Duties and Responsibilities

- Provide oversight of the organization's budget and the timely collection of Member Jurisdiction and Associate Member Jurisdiction appropriations.
- Establish organizational goals and conduct strategic planning consistent with the purpose of CSG West.
- Assign responsibilities to the CSG West Executive Director (Director).
- Establish performance goals and milestones for the Director and review and evaluate the performance of the Director annually.
- Provide guidance and advice to the executive director and CSG West Executive Committee as appropriate.

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



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.