

ROLES AND RESPONSIBILITIES OF CSG NATIONAL OFFICERS

NATIONAL CHAIR

ESSENTIAL FUNCTIONS

- Provides leadership and direction to The Council of State Governments
- Enables other CSG leaders and members to fulfill their responsibilities for the governance and strategic direction of the organization
- In cooperation with the CEO/executive director, ensures that CSG is run in accordance with its Articles of Organization, adopted rules/guidelines and that the organization adheres to the highest ethical standards
- Provides outreach to member jurisdictions and funders (or potential funders) to help secure the resources needed to fund CSG

DUTIES & RESPONSIBILITIES

- Prepare for, attend and preside at meetings of the CSG Executive Committee and CSG Leadership Council.
- Ensure that directions and decisions, whether taken between meetings or at meetings, are properly executed.
- As prescribed by CSG Articles of Organization and in consultation with the Chair-Elect, appoint such members as may be necessary to lead CSG committees.
- Ensure that CSG committees carry out their work in accordance with their established goals and priorities, including reporting progress to the CSG Executive Committee and CSG Leadership Council.
- In cooperation with other CSG national leaders and the CEO/Executive Director, take responsibility for the preparation and development of CSG public policy and business priorities.
- Ensure that the CSG Executive Committee and CSG Leadership Council have considered the views of all the stakeholders of CSG.
- Ensure that plans for suitable communications with members and stakeholders are in place.
- Ensure that CSG is compliant with relevant federal, state and local laws, codes and regulations and that CSG is adhering to its adopted guidelines and codes of practice.
- Ensure that positive relationships with advisers, partners and sponsors are maintained and, where appropriate, enhanced.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing financial support for CSG initiatives and activities.
- Work to zealously guard CSG status as a valued, neutral, nonpartisan convener/facilitator of state officials so that all state leaders, regardless of party or political ideology, may have the opportunity to fully participate in CSG programs and meetings.
- Serve as an ambassador for CSG with other elected state officials and work to garner support for and participation in CSG.
- Work to recruit talented individuals to participate as leaders in CSG and for selection as CSG Henry Toll Fellows.
- Liaise with the CEO/Executive Director, General Counsel and Chief Financial Officer to ensure that:

NATIONAL CHAIRS

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| 1940 Rep. Ellwood J. Turner PA | 1983 Rep. Timothy J. Moynihan CT |
| 1941 Sen. Edgar Brown SC | 1984 Rep. Roy Hausauer ND |
| 1942 Sen. Robert C. Hendrickson NJ | 1985 Sen. James I. Gibson NV |
| 1943 Sen. Thurman A. Biddinger ID | 1986 Rep. John E. Miller AR |
| 1944 Sen. Grant Macfarlane UT | 1987 Sen. Hugh T. Farley NY |
| 1945 Sen. C. Petrus Peterson NE | 1988 Sen. Pres. Pro Tem Mary McClure SD |
| 1946 Rep. S. Denmead Kolb MD | 1989 Sen. Pres. Arnold Christensen UT |
| 1947 Sen. John W. Van Ness ID | 1990 Speaker Thomas B. Murphy GA |
| 1948 Sen. Charles H. Jenkins NC | 1991 Sen. W. Paul White MA |
| 1949 Sen. Burton M. Cross ME | 1992 Rep. John Connors IA |
| 1950 Sen. John W. Noble MO | 1993 Sen. Jeannette Hamby OR |
| 1951 Rep. Bernice T. Van der Vries IL | 1994 Rep. Bob Hunter NC |
| 1952 Rep. J. Maynard Magruder VA | 1995 Assemblyman Bob Wertz NY |
| 1953 Rep. Elisha T. Barrett NY | 1996 Sen. Pres. Stan Aronoff OH |
| 1954 Sen. Stanton Hall MS | 1997 Sen. Jeff Wells CO |
| 1955 Sen. Carleton G. Howe VT | 1998 Rep. Charlie Williams MS |
| 1956 Sen. Robert A. Ainsworth Jr. LA | 1999 Sen. Kenneth McClintock PR |
| 1957 Sen. Frank E. Panzer WI | 2000 Rep. Tom Ryder IL |
| 1958 Sen. John W. Noble MO | 2001 Sen. Manny Aragon NM |
| 1959 Sen. Elisha T. Barrett NY | 2002 Sen. John Chicester VA |
| 1960 Sen. James J. McBride CA | 2003 Rep. Dan Bosley MA |
| 1961 Sen. Hal Bridenbaugh NE | 2004 Sen. John Hottinger MN |
| 1962 Speaker J.D. McCarty OK | 2005 Assemblyman Lynn Hettrick NV |
| 1963 Sen. David Davis IL | 2006 Sen. Pres. Earl Ray Tomblin WV |
| 1964 Sen. Clarence L. Carpenter AZ | 2007 Rep. Deborah Hudson DE |
| 1965 Sen. C. George DeStefano RI | 2008 Rep. Kim Koppelman ND |
| 1966 Sen. Albert M. Spradling Jr. MO | 2009 Sen. Bart Davis ID |
| 1967 Sen. Charles Welch Jr. UT | 2010 Sen. Pres. David Williams KY |
| 1968 Sen. Edward L. Marcus CT | 2011 Rep. Bob Godfrey CT |
| 1969 Sen. Edwin C. Becker ND | 2012 Sen. Jay Scott Emler KS |
| 1970 Sen. Charles L. Delaney VT | 2013 Sen. Gary Stevens AK |
| 1971 Sen. Charles L. Delaney VT | 2014 Sen. Mark Norris TN |
| 1972 Speaker Ray S. Smith Jr. AR | 2015 Sen. Carl Marcellino NY |
| 1973 Assemblyman Charles J. Conrad CA | 2016 Sen. Beau McCoy NE |
| 1974 Speaker William J. Lanting ID | 2017 Sen. Kelvin Atkinson NV |
| 1975 Sen. John J. Marchi NY | 2018 Sen. Robert Stivers KY |
| 1976 Sen. J. Harry Michael Jr. VA | 2019 Sen. Lou D'Allesandro CT |
| 1977 Speaker Pro Tem John J. Thomas ID | 2020 Rep. Joan Ballweg WI |
| 1978 Speaker Bill Clayton TX | 2021 Sen. Joan Ballweg WI |
| 1979 Speaker James J. Kennelly CT | |
| 1980 Sen. Pres. Oliver Ocasek OH | |
| 1981 Rep. William Grannell OR | |
| 1982 Sen. Kenneth C. Royall Jr. NC | |

ROLES AND RESPONSIBILITIES OF CSG NATIONAL OFFICERS

NATIONAL CHAIR *(continued)*

- o CSG annual accounts, returns and financial audit are completed in a timely fashion.
- o Any complaints in relation to CSG are appropriately handled in a timely fashion.
- o Any potentially significant adverse events relating to CSG are reported to the relevant authority in accordance with the Articles of Organization or other organizational rules or guidelines.
- o Ensure that annual CSG budgets are appropriately estimated and monitored.
- o Ensure that copies of CSG Governing Board, CSG Executive Committee and CSG Leadership Council papers and records of meetings are stored in secure facilities for the period determined by such organizational governance bodies.
- Ensure that the performance of the CSG Executive Committee and CSG Leadership Council is regularly evaluated and that the CEO/executive director receives an annual performance evaluation.
- Convene members of the CSG Executive Committee and CSG Leadership Council to evaluate and establish an appropriate schedule of dues for member jurisdictions.
- Provide guidance and advice to the CEO/executive director and serve as a member of the CSG Executive Committee and CSG Leadership Council.
- Execute resolutions duly approved by CSG membership and have such resolutions presented to the appropriate parties and institutions.
- Represent the views of the CSG Governing Board, CSG Executive Committee and CSG Leadership Council in meetings and correspondence.
- Represent the national headquarters at meetings of CSG regions and affiliates as needed.
- Underwrite travel expenses and incidental costs of serving as a CSG leader as needed.

NATIONAL CHAIR-ELECT

ESSENTIAL FUNCTIONS

- In consultation and cooperation with the Chair, provides leadership and direction to The Council of State Governments
- Provides leadership and direction to CSG 21st Century Foundation as committee chair
- Provides leadership and direction to CSG Associates Advisory Committee as committee chair
- In support of, and working cooperatively with the chair and the CEO/Executive Director, ensures that CSG is run in accordance with its Articles of Organization, adopted rules/guidelines and that the organization adheres to the highest ethical standards

- Provides outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG

DUTIES & RESPONSIBILITIES

- Prepare for, attend and, in the absence of the chair, preside at meetings of the CSG Executive Committee and CSG Leadership Council.
- Prepare for, attend and preside at meetings of the Board of Trustees of CSG 21st Century Foundation.
- Ensure that directions and decisions pertaining to CSG 21st Century Foundation, whether taken between meetings or at meetings, are properly executed.
- Prepare for, attend and preside at meetings of the CSG Associates Advisory Committee.
- Ensure that directions and decisions pertaining to CSG Associates Advisory Committee, whether taken between meetings or at meetings, are properly executed.
- In consultation with the chair, appoint such members as may be necessary to lead CSG committees.
- Ensure that positive relationships with advisers, partners and sponsors are maintained and, where appropriate, enhanced.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing financial support for CSG initiatives and activities.
- Work to zealously guard CSG status as a valued, neutral, nonpartisan convener/facilitator of state officials so that all state leaders, regardless of party or political ideology, may have the opportunity to fully participate in CSG programs and meetings.
- Serve as an ambassador for CSG with other elected state officials and work to garner support for and participation in CSG.
- Work to recruit talented individuals to participate as leaders in CSG and for selection as CSG Henry Toll Fellows.
- Provide guidance and advice to the CEO/executive director and serve as a member of the CSG Executive Committee and CSG Leadership Council.
- Represent the views of the CSG Governing Board, CSG Executive Committee and CSG Leadership Council in meetings and correspondence.
- Underwrite travel expenses and incidental costs of serving as a CSG leader, as needed.

ROLES AND RESPONSIBILITIES OF CSG NATIONAL OFFICERS

NATIONAL VICE CHAIR

ESSENTIAL FUNCTIONS

- In consultation and cooperation with the Chair and Chair-Elect, provides leadership and direction to The Council of State Governments
- In consultation and cooperation with the Chair-Elect, provides leadership and direction to CSG 21st Century Foundation as committee vice chair
- In support of, and working cooperatively with the Chair, Chair-Elect and CEO/Executive Director, ensures that CSG is run in accordance with its Articles of Organization, adopted rules/guidelines and that the organization adheres to the highest ethical standards
- Provides outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG

DUTIES & RESPONSIBILITIES

- Prepare for, attend and, in the absence of the Chair and Chair-Elect, preside at meetings of the CSG Executive Committee and CSG Leadership Council.
- Prepare for, attend and, in the absence of the Chair-Elect, preside at meetings of the Board of Trustees of CSG 21st Century Foundation.
- Ensure that positive relationships with advisers, partners and sponsors are maintained and, where appropriate, enhanced.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing financial support for CSG initiatives and activities.
- Work to zealously guard CSG status as a valued, neutral, nonpartisan convener/facilitator of state officials so that all state leaders, regardless of party or political ideology, may have the opportunity to fully participate in CSG programs and meetings.
- Serve as an ambassador for CSG with other elected state officials and work to garner support for and participation in CSG.
- Work to recruit talented individuals to participate as leaders in CSG and for selection as CSG Henry Toll Fellows.
- Provide guidance and advice to the CEO/executive director and serve as a member of the CSG Executive Committee and CSG Leadership Council.
- Represent the views of the CSG Governing Board, CSG Executive Committee and CSG Leadership Council in meetings and correspondence.
- Underwrite travel expenses and incidental costs of serving as a CSG leader, as needed.

NATIONAL IMMEDIATE PAST CHAIR

ESSENTIAL FUNCTIONS

- Provides leadership and direction to The Council of State Governments
- Enables other CSG leaders and members to fulfill their responsibilities for the governance and strategic direction of the organization
- Provides, in consultation and cooperation with the National Chair-Elect, leadership and direction to CSG Associates Advisory Committee as committee vice chair
- Provides advice and counsel to the National Chair and the CSG CEO/executive director as they seek to ensure that CSG is run in accordance with its Articles of Organization and adopted rules/guidelines and that the organization adheres to the highest ethical standards
- Provides outreach to member jurisdictions and funders or potential funders to help secure the resources needed to fund CSG

DUTIES & RESPONSIBILITIES

- Prepare for, attend and, in the absence of the Chair-Elect, preside at meetings of the CSG Associates Advisory Committee.
- Ensure that positive relationships with advisers, partners and sponsors are maintained and, where appropriate, enhanced.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing financial support for CSG initiatives and activities.
- Work to zealously guard CSG status as a valued, neutral, non-partisan convener/facilitator of state officials so that all state leaders, regardless of party or political ideology, may have the opportunity to fully participate in CSG programs and meetings.
- Serve as an ambassador for CSG with other elected state officials and work to garner support for and participation in CSG.
- Work to recruit talented individuals to participate as leaders in CSG and for selection as CSG Henry Toll Fellows.
- Provide guidance and advice to the CEO/executive director and serve as a member of the CSG Executive Committee and CSG Leadership Council.
- Represent the views of the CSG Governing Board, CSG Executive Committee and CSG Leadership Council in meetings and correspondence.
- Underwrite travel expenses and incidental costs of serving as a CSG leader, as needed.