



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.