



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.