



## **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 68<sup>th</sup> CSG West Annual Meeting in Vail, Colorado.