



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