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 68th CSG West Annual Meeting in Vail, Colorado.