



CSG West Policy Committee Chairs Responsibilities and Expectations

Appointed by: CSG West Chair and Chair-Elect

Member of: Executive Committee

Term of position: Two-Years

Policy committee chairs play an important leadership role in convening the membership of the committee and setting the goals and priorities of the committee. Additionally, the committee chairs provide direction to CSG West staff in the planning and coordination of the policy committee's agenda during the biennium, monitor the progress of the committee's efforts, and ensure the committee business is carried out in accordance of the committee's established goals and priorities.

Responsibilities

- Conduct an initial conference call, at the beginning of the year, with committee members to discuss topics of interest for the development of the policy committee agenda and outline the committee's goals.
- Communicate with CSG West staff, at least once a month, to discuss progress of agenda and schedule at least one committee activity such as conference call and/or webinar during the year.
- Preside and facilitate the policy committee during CSG West Annual Meeting.
- Assist CSG West staff in the preparation of any policy committee resolution or recommendation for presentation at the Executive Committee.
- Serve as the primary spokespersons for the policy committee during Executive Committee meetings.

- Conduct a post-annual meeting conference call with committee members.
- Establish a communication method and preference with CSG West staff when legislature is in and out-of-session.

Expectations

- Commitment to support CSG West values, mission and goals.
- Ensure committee members have a clear understanding of CSG West's neutral, non-partisan status to foster effective dialogue and committee business proposals.
- Strong leadership and collaborative skills to support the committee members.
- Strong facilitation and communication skills, knowledge of Robert's Rules of Order, and an understanding of policy resolutions process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep committee business moving.

Adopted by the CSG West Executive Committee on July 31, 2015 during the 68th CSG West Annual Meeting in Vail, Colorado.