



CSG West Policy Committee Vice Chair Responsibilities and Expectations

Appointed by: CSG West Chair and Chair-Elect

Member of: Executive Committee

Term of position: Two-Years

Policy committee vice chairs play an important leadership role. They collaborate with the committee chairs to convene appointed committee members and set the committee's goals and priorities. Policy committee vice chairs support the activities of the Chairs, including the sharing of responsibilities as appropriate and discharging the duties of chair in the Chair's absence.

Policy committee vice chairs collaborate with the chair in providing direction to CSG West staff in the planning and coordinating of the committee's agenda for the biennium, monitor the progress of the committee's efforts, and ensure the committee business is carried out according to the committee's established goals and priorities.

Responsibilities:

- Work with the Chair in conducting 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.
- Establish a communication method and preference with CSG West staff when legislature is in and out-of-session.
- Communicate with CSG West staff and Chair 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.

- Prepare for and attend policy committee during Annual Meeting and assist the Chair by taking on responsibility as necessary for communication with committee members.
- Assist Chair and CSG West staff in the preparation of any policy committee resolution or recommendation for presentation at the Executive Committee.
- Work with the Chair in conducting a post-annual meeting conference call with committee members.

Expectations

- In Chair's absence, preside and facilitate policy committee meeting.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the committee members.
- Support the Chair in all his/her responsibilities to ensure organizational priorities and members concerns are addressed in the most effective and efficient manner.
- Commitment to support CSG West values, mission and goals.
- 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.