



## **CSG West Policy Committee Vice Chairs 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 committee business is carried out in accordance with the committee's established goals and priorities.

### **Responsibilities:**

- Support the chair in all his/her responsibilities to ensure organizational priorities and members' concerns are addressed in the most effective and efficient manner.
- Work with the Chair to conduct a committee conference call for the purpose of identifying the committee's goals and developing an agenda for the year.
- 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 or webinar, during the year.
- In Chair's absence, preside over and facilitate policy committee meeting.

- Prepare for and attend policy committee meeting during Annual Meeting, and assist the chair as needed.
- Assist chair and CSG West staff in the preparation of any policy committee resolutions or recommendations for presentation to the Executive Committee.
- Work with the chair in conducting a post-Annual Meeting conference call with committee members.
- Establish a communication method and preference with CSG West staff when legislature is in or out of session.

### **Expectations**

- Commitment to support CSG West values, mission and goals.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the committee members.
- Strong facilitation and communication skills, knowledge of Robert's Rules of Order, and an understanding of the policy resolutions process.
- Objectivity to ensure that dialog is productive, and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and keep committee business moving.

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