



## Duties of the NCSL Staff Chair

Thank you for your service in your legislature and thank you for your contribution to NCSL!

The NCSL Staff Chair serves a critical role in the governance of NCSL, guiding the work of the Legislative Staff Coordinating Committee and working closely with the NCSL Executive Director to ensure the Conference is meeting its mission and serving legislators and legislative staff at an outstanding level.

### **General Officer Responsibilities:**

- Work closely with your equal counterpart, the NCSL President, to provide leadership and guidance to the Executive Committee and Conference as a whole.
- Represent the legislative staff perspective and needs at officers' meetings and at Executive Committee meetings.
- Serve as an ambassador for NCSL and provide outreach to legislative staff, as needed or requested by NCSL's Executive Director.
- Attend an officers' planning meeting (typically held in August following the Legislative Summit).
- Attend regular officers' meetings (typically held prior to each Executive Committee meeting).
- Attend an annual officers' study trip (typically held in September or October).
- Perform other duties as necessary related to the role of Staff Chair and as delegated by the Executive Committee or the President.
- Attend the annual Capitol Forum, NCSL Base Camp and other formal, Conference-wide gatherings that are either in person or online.
- Advise NCSL Executive Director and staff on faculty for the Legislative Summit (and other meetings as necessary).
- Appoint the legislative staff co-chairs and vice-chairs to the overall Standing Committees and staff officers to each of the eight standing committees.
- In partnership with the other NCSL officers and the Executive Committee, appoint the NCSL Executive Director and review the director's performance.



### **Executive Committee:**

- Appoint the legislative staff officers, at-large staff members and ex-officio staff members (staff co-chairs of the overall standing committee) to the committees and subcommittees of the Executive Committee.
- Attend all Executive Committee meetings and provide a report of the Legislative Staff Coordinating Committee at these meetings.
- Serve as staff chair of the Budget, Finance and Rules Committee and serve on the Board of Directors of the NCSL Foundation for State Legislatures

### **Legislative Staff Coordinating Committee (LSCC):**

- Attend all LSCC meetings.
- Preside over the Legislative Staff Coordinating Committee (LSCC) meetings and set the agenda for each meeting.
- Appoint up to six legislative staff to serve as discretionary appointees on the Legislative Staff Coordinating Committee.
- Appoint every LSCC member to both a LSCC work group and subcommittee and designate the chairs, co-chairs and vice-chairs for each work group and subcommittee.
- Establish annual goals for each work group and subcommittee.
- Appoint the chair, members and alternates to the Legislative Staff Nominating Committee.
- Appoint an at-large member to the Online Democracy Committee.
- Participate in the various orientations for new attendees/members, including the LSCC orientation, the Standing Committees orientation for legislative staff and the new attendee orientation at Legislative Summit.
- Preside over the Salute to Legislative Staff event and work with NCSL staff to select the speaker.

### **NCSL Foundation for State Legislatures:**

- Serve as an at-large member on NCSL's Foundation for State Legislatures Board of Directors, which meets two times per year in conjunction with NCSL's Executive Committee.
- Serve on the Foundation's Nominating Committee.



## Becoming NCSL's Staff Chair

If you are interested in becoming a staff officer of NCSL, it is important to know that it is a three-year commitment. Any legislative staff members interested in serving as an officer of NCSL must:

- Declare their candidacy for Staff Vice-Chair to the chair of the Legislative Staff Nominating Committee 60 days before the start of the annual Legislative Summit.
- All Staff Vice-Chair candidates that declare their candidacy before the deadline will be interviewed by the Legislative Staff Nominating Committee at the Legislative Summit. If you are nominated, you will assume the role of Staff Vice-Chair starting at the end of that Legislative Summit.
- **Year 1: Staff Vice-Chair Duties**
  - Preside over LSCC meetings in the absence of the staff chair;
  - Serve as the chair of the LSCC Strategic Planning Work Group;
  - Serve as staff chair of the Member Outreach & Communications Subcommittee of the Executive Committee; and
  - Serve on the Board of Directors of the NCSL Foundation for State Legislatures.
- **Year 2: Staff Chair Duties (listed above)**
- **Year 3: Immediate Past Staff Chair Duties**
  - Serve as the Secretary/Treasurer of the NCSL Foundation for State Legislatures;
  - Develop and implement orientation programs for incoming staff members to the LSCC and the Executive Committee, including assigning a mentor to each incoming LSCC member and to each incoming legislative staff member of the Executive Committee; and
  - Preside over LSCC meetings in the absence of the Staff Chair and Staff Vice-Chair.