



COLORADO FEDERAL EXECUTIVE BOARD

COLORADO FEDERAL CENTER ♦ BLDG 810 ♦ ROOM 5014

PO BOX 25567 ♦ COLORADO CO 80225

PHONE 303 202 4588

FAX 303 202 4583

WWW.COLORADO.FEB.GOV

EXECUTIVE COMMITTEE CHAIR JOB DESCRIPTION

TITLE Chair

PURPOSE To strengthen the management and administration of Executive Branch activities through the development and support of CFEB operations, programs, and services

TERM One year

RESIGNATION In writing to the First Vice Chair

MEETINGS

- ♦ Executive Committee Meetings: 3rd Friday of each month, 1:30 PM – 3:00 PM
- ♦ CFEB Quarterly Meetings for all members: 4th Thursday of January, April, July, October; 7:00 AM – 10:00 AM
- ♦ Annual MLK Unity Training (January)
- ♦ Annual Professional Development Seminar (May)
- ♦ Other programs and events as your schedule permits

PERSONAL ATTRIBUTES

- ♦ An interest in furthering the CFEB vision to create partnerships for intergovernmental collaboration, and mission to create value to the public by fostering communication, coordination and collaboration with Federal, state, and local government agencies.
- ♦ Willingness to lend your time, imagination, and creativity to CFEB initiatives
- ♦ Commitment to attend meetings and conduct the duties of the position.

DUTIES

- ♦ Preside at all meetings of the Executive Committee
- ♦ Appoint all standing and special committees and chairpersons thereof
- ♦ Call special meetings as required
- ♦ Act as spokesperson for the Executive Committee
- ♦ Chair meetings of the full CFEB
- ♦ Conduct the regular business of the Executive Committee and on matters of substantive policy that require immediate action when it is not feasible to convene the full membership of the Executive Committee or the CFEB; then he/she shall ask the Executive Committee to ratify his/her actions.
- ♦ Observe the parliamentary procedures in Robert's Rules of Order and manifest collegial conduct at all CFEB meetings and events
- ♦ Represent CFEB enthusiastically and professionally at all times and in all places.



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EXECUTIVE COMMITTEE FIRST VICE CHAIR JOB DESCRIPTION

TITLE First Vice Chair

PURPOSE To strengthen the management and administration of Executive Branch activities through the development and support of CFEB operations, programs, and services

TERM One year

RESIGNATION In writing to the Chair

MEETINGS

- ♦ Executive Committee Meetings: 3rd Friday of each month, 1:30 PM – 3:00 PM
- ♦ CFEB Quarterly Meetings for all members: 4th Thursday of January, April, July, October; 7:00 AM – 10:00 AM
- ♦ Annual MLK Unity Training (January)
- ♦ Annual Professional Development Seminar (May)
- ♦ Other programs and events as your schedule permits

PERSONAL ATTRIBUTES

- ♦ An interest in furthering the CFEB vision to create partnerships for intergovernmental collaboration, and mission to create value to the public by fostering communication, coordination and collaboration with Federal, state, and local government agencies.
- ♦ Willingness to lend your time, imagination, and creativity to CFEB initiatives
- ♦ Commitment to attend meetings and conduct the duties of the position.

DUTIES

- ♦ The First Vice Chair shall perform all of the duties of the Chair in the Chair's absence or inability to serve
- ♦ Contribute expertise and provide counsel, advice, and influence
- ♦ Encourage agency directors to attend and promote CFEB programs and events to all employees in their agencies
- ♦ Support cultivating new or existing councils and committees
- ♦ Recommend partnerships and collaborative opportunities with other governmental and community organizations
- ♦ Observe the parliamentary procedures in Robert's Rules of Order and manifest collegial conduct at all CFEB meetings and events
- ♦ Represent CFEB enthusiastically and professionally at all times and in all places.



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EXECUTIVE COMMITTEE SECOND VICE CHAIR JOB DESCRIPTION

TITLE Second Vice Chair

PURPOSE To strengthen the management and administration of Executive Branch activities through the development and support of CFEB operations, programs, and services

TERM One year

RESIGNATION In writing to the Chair

MEETINGS

- ♦ Executive Committee Meetings: 3rd Friday of each month, 1:30 PM – 3:00 PM
- ♦ CFEB Quarterly Meetings for all members: 4th Thursday of January, April, July, October; 7:00 AM – 10:00 AM
- ♦ Annual MLK Unity Training (January)
- ♦ Annual Professional Development Seminar (May)
- ♦ Other programs and events as your schedule permits

PERSONAL ATTRIBUTES

- ♦ An interest in furthering the CFEB vision to create partnerships for intergovernmental collaboration, and mission to create value to the public by fostering communication, coordination and collaboration with Federal, state, and local government agencies.
- ♦ Willingness to lend your time, imagination, and creativity to CFEB initiatives
- ♦ Commitment to attend meetings and conduct the duties of the position.

DUTIES

- ♦ The Second Vice Chair will serve as Special Project Officer and/or assist the Chair with other duties as assigned
- ♦ Contribute expertise and provide counsel, advice, and influence
- ♦ Encourage agency directors to attend and promote CFEB programs and events to all employees in their agencies
- ♦ Support cultivating new or existing councils and committees
- ♦ Recommend partnerships and collaborative opportunities with other governmental and community organizations
- ♦ Observe the parliamentary procedures in Robert's Rules of Order and manifest collegial conduct at all CFEB meetings and events
- ♦ Represent CFEB enthusiastically and professionally at all times and in all places.



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EXECUTIVE COMMITTEE MEMBER JOB DESCRIPTION

TITLE Member

PURPOSE To strengthen the management and administration of Executive Branch activities through the development and support of CFEB operations, programs, and services

TERM One year

RESIGNATION In writing to the Chair

MEETINGS

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- ♦ Annual MLK Unity Training (January)
- ♦ Annual Professional Development Seminar (May)
- ♦ Other programs and events as your schedule permits

PERSONAL ATTRIBUTES

- ♦ An interest in furthering the CFEB vision to create partnerships for intergovernmental collaboration, and mission to create value to the public by fostering communication, coordination and collaboration with Federal, state, and local government agencies.
- ♦ Willingness to lend your time, imagination, and creativity to CFEB initiatives
- ♦ Commitment to attend meetings and conduct the duties of the position.

DUTIES

- ♦ Contribute expertise and provide counsel, advice, and influence
- ♦ Encourage agency directors to attend and promote CFEB programs and events to all employees in their agencies
- ♦ Support cultivating new or existing councils and committees
- ♦ Recommend partnerships and collaborative opportunities with other governmental and community organizations
- ♦ Observe the parliamentary procedures in Robert's Rules of Order and manifest collegial conduct at all CFEB meetings and events
- ♦ Represent CFEB enthusiastically and professionally at all times and in all places.