



## **Duties of Legislative Staff At-Large Member of NCSL Executive Committee**

The [National Conference of State Legislatures](#) (NCSL) is a bipartisan organization of both legislators and legislative staff. The [NCSL Executive Committee](#) is the governing body of NCSL and provides a strategic focus for NCSL in terms of its mission, leadership, vision and policies. The 63-member executive committee is composed of 41 legislators, 21 legislative staff members and one non-voting ex-officio legislator member representing international affiliates. The Executive Committee meets at least three times a year. One of those meetings occurs during the Legislative Summit, which is NCSL's annual meeting, which usually takes place in August.

All at-large legislative staff members of the Executive Committee are also members of the Legislative Staff Coordinating Committee (LSCC). The [LSCC](#) serves in an advisory capacity to the Executive Committee and oversees NCSL's legislative staff division.

The list below outlines the duties, expectations and qualifications for Executive Committee members, many of which are set forth in [NCSL's bylaws](#) and [rules of procedures](#).

### **General Duties**

- Establish, direct, and supervise the affairs of NCSL.
- Implement the policies of NCSL.
- Contribute to the conversation that establishes NCSL's state-federal priorities and major state issues.
- Serve on committees and subcommittees of the Executive Committee. View the most recent Executive Committee agenda book for more details.
- Supervise the disbursement of funds. Review and approve grant applications.
- Adopt rules and regulations for conducting NCSL business.
- Delegate certain authority and responsibility to NCSL committees, divisions, sections, officers and the Executive Director.
- In partnership with NCSL's officers, appoint the NCSL Executive Director.



### **Legislative Staff Coordinating Committee**

- Serve on an LSCC work group and an LSCC subcommittee, or special committee, as assigned by the Staff Chair. See the [current list](#) of workgroups and subcommittees.
- Participate in LSCC meetings and other LSCC sponsored activities (i.e., webinars, Legislative Staff Week, in-person or virtual meetings).
- Share ideas and to the best extent possible, volunteer for assignments to help further the goals of the Staff Chair and/or the LSCC work groups and/or subcommittees.
- Mentor and support other LSCC members, either formally or informally.

### **Legislative Summit Responsibilities**

- Advise the NCSL Executive Director and staff on session and faculty ideas for the Legislative Summit and other meetings as needed.
- Attend the annual NCSL Legislative Summit Business Meeting.

### **Furthering-the-Mission Responsibilities**

- Serve as an ambassador for NCSL in your legislature.
- Promote participation with peers in your state and encourage full annual dues support.

### **Attendance Expectations and Terms of Office\***

- Attend all three Executive Committee and three to four LSCC meetings per year. The LSCC meets in conjunction with the NCSL Executive Committee, usually the day immediately preceding the Executive Committee meeting.
- Staff at-large members are eligible to serve three consecutive one-year terms.

\*Per the [Staff Nominating Procedures](#), legislative staff at-large members of the Executive Committee who are eligible to continue, but who did not physically attend two or more meetings, may be interviewed by the staff nominating committee to ascertain whether or not they should be nominated for an additional term.

\*Per the [Staff Nominating Procedures](#), legislative staff at-large members of the executive committee who were appointed to fill a vacancy, and who have not previously competitively interviewed with the nominating committee, shall be interviewed by the Staff Nominating Committee to ascertain whether or not they should be nominated for an additional term.