

# **COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION SENIOR ADVISOR PROGRAM**

## **STATEMENT OF POLICY**

**Approved April 2018**

### **I. PURPOSE**

The purpose of the Senior Advisor Program is to make the counsel, experience and support of respected, retired managers of the profession available to individual members. The program is designed to help with personal and professional issues and not to provide technical assistance nor to solve substantive problems in a local government.

### **II. APPOINTMENT OF SENIOR ADVISORS**

#### **A. QUALIFICATIONS - A Senior Advisor shall have the following qualifications:**

- A resident of Colorado at the time of appointment.
- At least ten years' experience as an appointed Chief Administrative Officer (CAO) and/or an Assistant/Deputy CAO in local government.
- A willingness to actively participate in the program for the duration of the appointment.
- A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
- Be a member of ICMA and CCCMA at time of appointment and to maintain such memberships during service as a Senior Advisor.
- Have an active phone number and email address.

#### **B. APPOINTMENT PROCESS - The following process shall be used for the appointment of Senior Advisors.**

- Creation of an open position by the CCCMA Board of Directors through the declaration of a vacancy as a result of the departure of an incumbent or by expanding the total number of Senior Advisor positions.
- A Senior Advisor Committee, consisting of at least two Board Members and at least two non board members, with representation of current committees and membership diversity, will solicit applications from qualified individuals. Potential candidates shall be requested to submit a letter of interest and a resume. The Committee will make a recommendation, and the final selection process shall be determined by the Board of Directors.
- Appointments shall be made jointly by the President of the CCCMA with concurrence of the CCCMA Board and the Executive Director of ICMA.

#### C. TERM OF APPOINTMENT

- The appointment shall be for an initial term of two years. A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years. Any one of the three parties may end the appointment upon written notification to the others.

### III. OUTLINE OF RESPONSIBILITIES FOR SENIOR ADVISORS

- The Senior Advisor is encouraged to make contact by phone, email, or in person with each member within his/her assigned area as practicable or suitable on an annual basis.
- The Senior Advisor is encouraged to contact, within the Senior Advisor's assigned area, each newly appointed manager and assistant manager within one month of notice of appointment; and is encouraged upon notification to immediately contact each member in transition within the Senior Advisor's assigned area.
- The Senior Advisor is expected to provide confidential counseling to all ICMA and CCCMA members on personal and professional issues when invited to do so by a member within a 48 hour response time if at all possible.
- The Senior Advisor is expected to offer support upon request in a private manner directly to members who may be experiencing problems with their elected officials.
- The Senior Advisor is encouraged to attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area.
- The Senior Advisor is expected to attend the annual CCCMA conference.
- The Senior Advisor is expected to refrain from direct or indirect public criticism of any member and to uphold the standards of the profession as embodied in the ICMA Code of Ethics.
- The Senior Advisor shall provide, at least quarterly, a statement of expenses along with a report of activities to the CCCMA Executive Director who shall then forward the same to the CCCMA President and ICMA Senior Advisor Coordinator.
- As requested, assist in recruitment of ICMA and CCCMA members and other joint activities and programs with ICMA.

### IV. SENIOR ADVISOR EXPENSES

Senior Advisors are expected and encouraged to travel in order facilitate fellowship and counsel opportunities with CCCMA members. The resulting travel expenses will be reimbursed to Senior Advisors in accordance with the guidelines below. These guidelines are considered general expectations, and Senior Advisors are expected to exercise discretion and sound judgment in determining reasonable travel expenses.

- Each year the CCCMA Board of Directors shall determine eligible expenses and approve an annual budget for the Senior Advisor Program. Any changes to the budget should be communicated to ICMA.
- Eligible Expenses for a Senior Advisor who is in the course of conducting business, attending meetings, and supporting the program may include:
  - automobile travel at no more than the current IRS mileage rate
  - reasonable transportation, meals, lodging, parking, and registration fees while, meeting with individual members, attending regional managers meetings, and the CCCMA Annual Conference.
  - In addition, CCCMA generally budgets to have 1-2 Senior Advisors attend the ICMA Annual Conference, CCI, and CML.. Attendance at these events must be coordinated through the Executive Director to ensure adequate funds are available.
  - Expenses for any conferences, meetings, events, and travel outside of these specific occasions should be discussed with the Executive Director and/or Board President prior to attendance. Ability to attend and be reimbursed for attending these additional events will be evaluated based on cost of the event, budget availability, and impact.
- CCCMA does not reimburse Senior Advisors for any non-related activities or entertainment expenses incurred during travel.
- Procedure for Expense Reimbursement
  - Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section III to the CCCMA Executive Director. The Executive Director will provide this information to the Board and to all Senior Advisors for informational purposes.
  - The Executive Director may reject requests for travel expenses that are found to be unreasonable or unrelated to the mission of the Senior Advisor program.
  - The CCCMA Executive Director shall submit, at least quarterly, a request for 50% reimbursement to ICMA using the form provided by ICMA.

## **V. OUTSIDE ACTIVITIES**

- Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the President of the CCCMA before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or CCCMA member at the same entity.
- Senior Advisors may engage in interim manager positions and shall notify the state association of the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities

- Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

## **VI. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM**

- The CCCMA Board of Directors shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- The CCCMA Board of Directors shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisor at the CCCMA annual conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- The CCCMA President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

## **VII. APPROVAL OF AND AMENDMENTS TO THE STATEMENT OF POLICY**

- This Statement of Policy shall become effective upon majority vote of the CCCMA Board of Directors.
- This Statement of Policy may be amended using the same process as with its original approval.

*Amended April 2018*

*Amended November 2017*

*Amended February 2002*

*Adopted February 2001*