



# NWCCOG FACILITATIONS POLICY

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<b>Reviewed By:</b>	Council Chair		

## NWCCOG Facilitations Guidelines

NWCCOG’s Executive Director (ED) provides facilitation and retreat services for member jurisdictions (and occasionally for related work with their local partners upon request of a member jurisdiction). In recent years, services have included elected official training and orientation; optimizing Council interpersonal skills; strategic planning; visioning; assistance with manager reviews, new or interim reviews, and searches. The scope of such services is negotiable and NWCCOG reserves the right to determine if the engagement is a good fit given the ED's availability and skill set. In such instances in which engagement is not feasible, the ED may recommend other facilitators. While there is no cost to Members, to ensure that such requests are equitable across the membership and that the ED's time is utilized efficiently, such engagements (including preparation, travel time, in-person time, and follow up or report writing) with any member jurisdiction are limited to 20 hours per year. In those instances, in which a longer engagement period may be necessary, the ED will confer with the Council Chair to determine if NWCCOG should set an increased cap on hours and/or seek reimbursement for costs incurred including hourly wages. Any requests for the ED’s services should be made directly to the ED by phone or email.