

Senior Advisor Program Policy

Kansas Association of City/County Management

Adopted: August 28, 2015

Amended: May 23, 2019

Amended: April 24, 2020

1. 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 primarily to help with personal and professional issues. While a Senior Advisor may occasionally provide some minimal technical advice to members, the program is not intended to address substantive problems in local government.

2. Senior Advisors

- a) Qualifications - A Senior Advisor shall have the following qualifications:
 - i. A resident of Kansas at the time of appointment.
 - ii. At least ten years' experience as an appointed City/County Manager, City/County Administrator and/or an Assistant/Deputy Manager or Administrator in local government.
 - iii. A willingness to actively participate in the program for the duration of the appointment.
 - iv. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
 - v. Be a member of ICMA and KACM at the time of appointment and to maintain such memberships during service as a Senior Advisor.
 - vi. Have an active phone number and e-mail address.

- b) Term of Appointment - The appointment shall be for an initial term of one year. A review is then conducted to assess whether expectations for the Senior Advisor and for KACM and ICMA 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 (Senior Advisor; KACM; or ICMA) may end the appointment upon written notification to the others.

- c) Responsibilities for Senior Advisors
 - i. The Senior Advisors in the state shall consult and cooperate in an effort to determine primary service areas for each, based on each Senior Advisor's location

and preference. In addition, other areas of the state may be designated as shared service areas. Regardless of service area, Senior Advisors are encouraged to make all efforts to see that members throughout the state have full access to the Senior Advisor program services. It is perfectly acceptable for more than one Senior Advisor to contact and provide support to any member, or for any member to contact the Senior Advisor of his/her choice.

- ii. The Senior Advisor is encouraged to make contact by phone, email, or in person with each member within his primary service area as practicable or suitable on an annual basis. Contacts with members in shared service areas shall be a cooperative effort of all Senior Advisors.
- iii. The Senior Advisor is encouraged to make 4 contacts within the Senior Advisor's primary service area and contact each newly appointed manager/administrator within one month of notice of appointment. Contact with newly appointed Assistants is also encouraged when practicable.
- iv. The Senior Advisor is encouraged upon notification to immediately contact each Member-in-Transition in the state.
- v. The Senior Advisor is expected to provide confidential counseling to all ICMA and KACM members on personal and professional issues when invited to do so by a member. Every effort shall be made to respond in a timely manner, within 48 hours response time if at all possible.
- vi. 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.
- vii. The Senior Advisor is encouraged to attend at least one meeting or social event annually of the managers' group within the Senior Advisor's primary service area.
- viii. Attendance at other gatherings of managers/administrators around the state can be a good method to efficiently contact members outside the primary service area.
- ix. The Senior Advisor is expected to attend and participate in the KACM Annual Conference. The Senior Advisor is encouraged to attend KACM Board meetings, especially when such Board meetings are held within his/her primary service area. At least one Senior Advisor should attend each KACM Board Meeting.
- x. 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.
- xi. As requested, the Senior Advisor is encouraged to assist in recruitment of ICMA and KACM members, as well as support and assist in other activities and programs of KACM and ICMA.
- xii. The Senior Advisor is encouraged to consider attending on an occasional basis an ICMA Regional or National Conference. If reimbursement of some or all expenses

of attending is desired, prior approval by the KACM Board is required, along with a specific budget allocation.

xiii. The Senior Advisor shall provide, at least quarterly, an activity report and a statement of expenses. These reports shall be sent to the Lead Senior Advisor (LSA).

xiv. Any new initiatives, concerns or policy considerations shall be submitted to the KACM President.

d) Appointment of Lead Senior Advisor: The KACM Board of Directors shall appoint a Lead Senior Advisor (LSA).

i. Responsibilities of the Lead Senior Advisor

a. Manage the Approval Process of Senior Advisors

i. The KACM 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 shall create a Senior Advisor position

ii. Notice of any vacancy shall be given to all KACM members, who then shall be given 30 days from the date of notice to recommend candidates to apply or to recommend others to the LSA. Potential candidates shall be requested to submit a letter of interest and a resume'.

iii. After review of the candidates, the LSA will coordinate with the KACM President and the President shall seek approval from the Board at their next meeting or by an email vote to be ratified at their next meeting.

iv. Appointments shall be made jointly by the President of KACM with the concurrence of the KACM Board and the Executive Director of ICMA.

b. Once the applicant receives approval from ICMA, the LSA will:

i. Notify the Senior Advisor of their successful application.

ii. Will provide the new SA with information packet.

iii. Explain the budget and the reporting requirements of KACM.

iv. The budget is established annually, so everyone will need to submit a proposed budget by October for approval at the Annual Conference Board meeting.

v. Inform the LKM staff assistant to KACM of the Senior Advisor to provide the appropriate contact information per direction from the new SA.

vi. to convey notice to each SA in a territory of new members in their area.

vii. Will provide each SA with the KACM Senior Advisor Policy.

- viii. Will share KACM's expectation that the SA's work toward fulfillment of the jointly approved ICMA/KACM policy regarding the Senior Advisor Program.
- ix. Will reiterate that KACM does not expect SA's to meet with each individual new KACM member in person or contact all members annually in your area.
- c. All activity reports to be submitted to KACM Board of Directors will be collected by the LSA from each SA and submitted to the KACM President.
- d. All expenditure reports will be gathered by the LSA. The LSA will then submit to the KACM Treasurer for approval prior to submission to LKM. LKM will then submit to ICMA on behalf of KACM.
- e. Any new initiatives, concerns or policy considerations shall be submitted by the LSA to the KACM President.
- f. May attend and report at KACM Board of Directors meeting.

3. Senior Advisor Expenses

- a) Each year the KACM 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.
- b) Eligible expenses may include:
 - i. Automobile travel at the current IRS mileage rate
 - ii. Transportation, meals, lodging, and registration fees while attending managers meetings, KACM Board Meetings and KACM Conferences.
 - iii. Expenses for attending ICMA Conferences, when specific prior Board approval has been provided, along with a specific budget allocation.
- c) Procedure for expense reimbursement
 - i. Senior Advisors shall send the request for expense reimbursement to the LSA along with the report of activity as outlined in section 2(d)(i)(c) and (d).
 - ii. KACM shall submit, at least quarterly, a request for 50% reimbursement to ICMA using the form provided by ICMA.

4. Outside Activities

- a) 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 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 notify and obtain prior approval from the Coordinator of the KACM Senior Advisor Program before accepting any consulting agreement with a local government. However, in no instance shall a Senior

Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or KACM member (if any) at the same entity.

- b) Senior Advisors may engage in interim manager positions on an infrequent basis and shall notify and obtain prior approval from the Coordinator for the KACM Senior Advisor Program before accepting an interim manager position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- c) 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. Any non-local government part-time work activity shall be in accordance with ICMA Senior Advisor Guidelines., with Senior Advisors not engaged in any activity which would detract from his/her Senior Advisor duties.

5. Support for and review of Senior Advisor Program

- a) The KACM Board of Directors shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- b) The KACM Board of Directors shall review this Policy Document and all aspects of the program at least every two years. Senior Advisor quarterly activity reports shall be provided to the Board of Directors, and Senior Advisors shall bring items of interest or concern to the Board at Board meetings in which they participate.
- c) The KACM Immediate Past President, as a member of the Board, shall serve as the Coordinator for the Senior Advisor Program on behalf of the KACM President and Board of Directors. As Coordinator, he/she shall be a primary contact person for Senior Advisors on matters related to policy and their duties and responsibilities. As Coordinator, he/she shall be responsible for the biennial performance review for each Senior Advisor, in consultation with the KACM Board President.
- d) The KACM Board President shall introduce and recognize the contributions of the Senior Advisors at the KACM Annual Conference.

6. Approval of and amendments to the Senior Advisor Program Policy

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