



CJJ Executive Board National DMC Coordinator Roles and Responsibilities

Executive Board Member Roles and Responsibilities

- Speak on behalf of SAGs and allied members to Congress and national policymaking agencies and bodies in a manner consistent with CJJ core principles and the CJJ strategic plan
- Provide and disseminate information on significant national developments requiring SAG and allied members' involvement
- Represent SAGs and allied members on all appropriate policymaking bodies and forums
- Initiate and maintain an appropriate vehicle of communication to keep SAG and allied members adequately and regularly informed
- Stimulate and sponsor regional coalition meetings with suggested agenda items of national concern, provided resources allow for such meetings
- Organize and sponsor, with appropriate resource partners, an annual national membership conference for SAG and allied members, provided resources allow for such a meeting
- Organize and conduct an annual meeting of the CJJ Council of SAGs
- Create ad hoc committees, as necessary, for the review and resolution of appropriate issues
- Conduct such other business as may be necessary to manage the affairs of CJJ
- Supervise and evaluate the performance of the CJJ Executive Director

National DMC Coordinator Roles and Responsibilities

- Serve as the primary point of contact and communication among all state DMC Coordinators, nationwide;
 - Serve as Co-Chair of the Ethnic and Cultural Diversity Committee;
 - Ensure that the concerns and ideas of the DMC Coordinators are brought to the attention of CJJ leadership;
 - Develop and maintain (in cooperation with the CJJ Ethnic and Cultural Diversity Chair) a CJJ DMC listserv and/or other DMC reduction resources to ensure and promote information exchange;
 - Provide the CJJ Council of SAGs and Executive Board with regular written and verbal reports highlighting the activities of DMC Coordinators throughout the nation; and
 - Regularly attend and fully participate in the meetings of the Executive Board and the Council of SAGs.
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In signing this statement, I confirm that I have read the aforementioned CJJ Roles and Responsibilities and agree to abide by the guidelines set forth therein (*to be signed once elected*).

Print Name

Date

Signature

Executive Board/Committee Title(s)