



## **CJJ Executive Board National Vice Chair 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 Vice Chair Roles and Responsibilities**

#### *Ongoing*

- Assist the National Chair (and the Executive Board) in carrying out the responsibilities as listed above
- Accept duties and responsibilities as assigned by the National Chair
- Assume the duties of Acting National Chair in the absence of the National Chair or in the event of the resignation of the National Chair
- Serve as a member of the Board Executive Committee

#### *Yearly*

- Regularly attend and fully participate in the meetings of the Council of SAGs
- Provide the CJJ Council of SAGs with written and verbal reports on CJJ's finances

#### *Monthly*

- Regularly attend and fully participate in the meetings of the Executive Board
  - Regularly attend and fully participate in the meetings of the Executive Committee
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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)