



## **CJJ Executive Board Treasurer/Secretary 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

### **Treasurer/Secretary Roles and Responsibilities**

#### *Ongoing*

- Serve as a member of the Finance Committee
- Oversee the general receipt and disbursement of funds within the budget and policies approved by the Executive Board
- Review the work of the Audit Committee
- Project potential financial problems and alert Executive Board and Executive Director regarding financial activities
- Review and recommend financial policies
- 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
- Regularly attend and fully participate in the meetings of the Audit Committee

- Present financial statements to the Executive Board
  - Ensure that the minutes of the Executive Board and Council of SAGs meetings are properly recorded and distributed
- 

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)