



CJJ Executive Board National Youth 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

Committee Charge

- Ensure that Coalition members are aware of the needs of youth in the system
- Ensure that the SAGs are actively utilizing youth members in their states in the development of the state's juvenile justice plan
- Act as an advisor to the Coalition for Juvenile Justice on youth issues, striving to keep juveniles' needs, as well as system and program improvements, constant priorities at the state and national level

Chair Roles and Responsibilities

Ongoing

- Communicate with committee members
- Schedule regular meetings
- Ensure youth input and involvement in all aspects of the Coalition

Yearly

- Regularly attend and fully participate in the meetings of the Council of SAGs

- Provide the CJJ Council of SAGs with periodic written and verbal reports highlighting youth concerns, issues and needs, and recommendations for CJJ's youth development goals
- Organizes CJJ's Annual Youth Summit

Monthly

- Set the agenda and hosts regular meetings via conference call
- Regularly attend and fully participate in the meetings of the Executive Board
- Provide the Executive Board with periodic written and verbal reports highlighting youth concerns, issues and needs, and recommendations for CJJ's youth development and leadership activities and strategic goals
- Regularly attend and fully participate in the meetings of the Executive Board

Committee Members Roles and Responsibilities

- Act as advisors to the Coalition for Juvenile Justice on youth issues, striving to keep juveniles' needs, as well as system and program improvements, constant priorities at the state and national level
- Agree to attend no less than 75% of committee meetings annually
- Respond to all meeting scheduling requests in a timely fashion
- Respond verbally on calls or in writing on email to questions
- Are prepared to actively participate in discussions, deliberations and decisions
- Make a commitment to participate with the knowledge that they are representing the interests of all CJJ members and the organization as a whole (in keeping with core/formal CJJ positions, etc.)
- Plays an active role in setting the content agenda for CJJ's annual Youth Summit
- Be authorized to make, second, amend and approve formal motions

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)