

COALITION FOR JUVENILE JUSTICE (CJJ)



Finance Committee

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

- Act as financial advisor to the Executive Board in all financial affairs of the Coalition for Juvenile Justice
- Prepare, in concert with the Executive Director, an annual operating budget
- Conduct a periodic review of all financial reports
- Facilitate a periodic review of all financial policies
- Review the work of the Audit Committee
- Design and ensure compliance with a system of internal accounting controls as approved by the Executive Board

Chair Roles and Responsibilities

Ongoing

- Communicate with committee members
- Schedule regular meetings

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 on committee activities

Monthly

- Set the agenda and hosts regular meetings via conference call

- 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 financial matters
- 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.)
- Be authorized to make, second, amend and approve formal motions

CJJ Staff Liaison Roles and Responsibilities

- Set up conference call line for meetings
- Take attendance and notes at committee meetings
- Maintain accurate contact information and committee membership lists

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.

Print Name

Date

Signature

Executive Board/Committee Title(s)