

COALITION FOR JUVENILE JUSTICE (CJJ)



Government Relations Committee Roles and Responsibilities

Committee Charge

- Review federal policy issues and questions related to juvenile justice and delinquency prevention on behalf of CJJ and all of its members
- Formulate educational documents, including position papers, to represent the views of the SAGs and CJJ members
- Organize CJJ's annual Hill Day and other member training opportunities
- Present policy recommendations to the CJJ Executive Board and the CJJ Council of SAGs
- Serves as liaison to other national and state organizations working on federal policy

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 and Executive Board 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 as a non-voting member

Committee Members Roles and Responsibilities

- Act as advisors to the Coalition for Juvenile Justice on federal policy issues
- 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.)
- Assist in drafting and/or reviewing educational documents and/or policy position recommendations
- Be authorized to make, second, amend and approve formal motions
- Set the legislative agenda for Hill Day

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)