

# COALITION FOR JUVENILE JUSTICE (CJJ)

## National Racial and Ethnic Disparities Coordinator 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 R/ED Coordinator Representative Roles and Responsibilities

#### *Ongoing*

- Serve as the primary point of contact and communication among all R/ED Coordinators, nationwide
- Ensure that the concerns and ideas of the R/ED Coordinators are brought to the attention of CJJ's leadership
- Serve as Co-Chair of the Ethnic and Cultural Diversity Committee
- Develop and maintain (in cooperation with the CJJ Ethnic and Cultural Diversity Chair) a CJJ R/ED listserv and/or other R/ED reduction resources to ensure and promote information exchange

#### *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 highlighting the activities, needs, and concerns of R/ED Coordinators

#### *Quarterly*

- Survey R/ED Coordinators to provide the Executive Board with periodic written and verbal reports highlighting their activities, needs, and concerns

#### *Monthly*

- Regularly attend and fully participate in the meetings of the Executive Board
- Regularly attend and fully participate in meetings of the Ethnic and Cultural Diversity Committee

**CJJ Staff Liaison Roles and Responsibilities**

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

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Print Name

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Date

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Signature

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Executive Board/Committee Title(s)