

COALITION FOR JUVENILE JUSTICE (CJJ)



Nominating 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

- Ensure that a qualified slate of candidates for each officer and director position on the Executive Board is presented to the CJJ Council of SAGs for election, no fewer than 20 days prior to such election;
- Organize a candidates' forum prior to the election to introduce the candidates to the Council of SAGs
- Employ all reasonable efforts to provide a pool of candidates that is representative and diverse in its composition, by dimensions such as age, gender, race and ethnicity, geographic dispersion, political perspective and/or affiliation and professional skill/discipline

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

Committee Members Roles and Responsibilities

- Ensure that a qualified slate of candidates for each officer and director position is presented to the CJJ Council of SAGs for election
- 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)