

COALITION FOR JUVENILE JUSTICE (CJJ)



Regional 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

Regional Chair Roles and Responsibilities

Ongoing

- Serve as the primary point of contact and communication for CJJ with members of one's regional coalition
- Are responsible for communication between the Executive Board and the regions
- Develop where possible opportunities for states in one's region to host and financially support a regional coalition meeting on behalf of CJJ and provide stewardship for the development of the meeting agenda, etc.
- If the region wishes to hold a regional conference:
 - Assist CJJ Staff in identifying Regional Conference host state/organization,
 - Assist CJJ Staff in identifying a Conference Planning Chair and Conference Planning Committee
 - Play an active role in setting the conference content and agenda
 - Play an active role in monitoring the conference budget
 - Play an active role in soliciting conference sponsorships, both financial donations and/or in-kind gifts
 - Help ensure overall conference planning stays focused and follows the pre-set timeline
 - Attend the Regional Conference, serving as a general session speaker/moderator as needed

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 one's region
- Make committee appointments to fill voids on the following committees, as necessary:
 - Nominating Committee
 - Youth Committee
 - Ethnic and Cultural Diversity Committee
 - Finance Committee
 - Audit Committee
 - Government Relations Committee

Quarterly

- Survey members from your region to provide the Executive Board with periodic written and verbal reports highlighting the activities, needs, and concerns of one's region

Monthly

- Regularly attend and fully participate in the meetings of the Executive Board
- Check in with your Regional Representative to discuss regional activities

CJJ Staff Liaison Roles and Responsibilities

- Maintain accurate contact information and regional membership lists
- If the region wishes to hold a regional conference:
 - Assist Regional Chair in identifying Regional Conference host state/organization
 - Assist Regional Chair in identifying a Conference Planning Chair and Conference Planning Committee

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)