

## COALITION FOR JUVENILE JUSTICE (CJJ)



### National DMC Coordinator Representative 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 DMC Coordinator Representative Roles and Responsibilities

##### *Ongoing*

- Serve as the primary point of contact and communication among all DMC Coordinators, nationwide
- Ensure that the concerns and ideas of the DMC Coordinators are brought to the attention of CJJ's leadership
- Serve as Co-Chair of the Ethnic and Cultural Diversity Committee

##### *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 DMC Coordinators

##### *Quarterly*

- Survey DMC 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**

- Develop and maintain (in cooperation with the CJJ Ethnic and Cultural Diversity Chair) a CJJ DMC listserv and/or other DMC reduction resources to ensure and promote information exchange
- Set up conference call line for meetings
- Take attendance and notes at meetings
- Maintain accurate contact information and membership lists

DMC Coordinators – Naomi Smoot, [smoot@juvjustice.org](mailto:smoot@juvjustice.org)

Executive Board – Laura Armstrong, [armstrong@juvjustice.org](mailto:armstrong@juvjustice.org)

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)