

# COALITION FOR JUVENILE JUSTICE (CJJ)



## Ethnic and Cultural Diversity 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

- Keep the diversity of race, culture and ethnicity of youth in the juvenile justice system foremost in the minds of Coalition members so that as a national group, and individually in their own states
- Work to develop and implement juvenile justice system changes that effectively generate culturally sensitive policies and services to reduce the overrepresentation of minority youth in the juvenile justice system
- Act as an advisor to the Coalition on ethnic and cultural issues

### Chair Roles and Responsibilities

#### *Ongoing*

- Communicate with committee members
- Schedule regular meetings
- Develop and maintain DMC reduction resources to ensure information exchange

#### *Yearly*

- Regularly attend and fully participate in the meetings of the Council of SAGs
- Provide the CJJ Council of SAGs with periodic written and verbal reports highlighting concerns and suggestions of ways to ensure that diversity representative of color, gender, and ethnicity of youth and families involved with the juvenile justice system and issues related thereto are incorporated into CJJ activities and strategic goals

*Bimonthly*

- Set the agenda and hosts regular meetings via conference call

*Monthly*

- Provide the Executive Board with periodic written and verbal reports highlighting concerns and suggestions of ways to ensure that diversity representative of color, gender, and ethnicity of youth and families involved with the juvenile justice system and issues related thereto are incorporated into CJJ activities and strategic goals
- Regularly attend and fully participate in the meetings of the Executive Board

**Committee Members Roles and Responsibilities**

- Act as advisors to the Coalition for Juvenile Justice on issues of race, culture and ethnicity and keep them constant priorities at the state and national level
- 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 – Naomi Smoot, [smoot@juvjustice.org](mailto:smoot@juvjustice.org), ext. 113**

- 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)