

COALITION FOR JUVENILE JUSTICE (CJJ)



Regional 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

Regional Representative Roles and Responsibilities

Ongoing

- Assist the Regional Chair in all regional activities and as the primary point of contact and communication for regional coalition and CJJ
- Ensure that the concerns and ideas of the regional coalition are brought to the attention of CJJ's leadership

Yearly

- Regularly attend and fully participate in the meetings of the Council of SAGs
- Assist the Regional Chair with the creating written and verbal reports highlighting the activities, needs, and concerns of one's region for the Council of SAGs meeting

Quarterly

- Assist the Regional Chair in surveying 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 Chair 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

Executive Board Staff Contact: Naomi Smoot Evans evans@juvjustice.org, 410-971-6321.

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)