

# COALITION FOR JUVENILE JUSTICE (CJJ)



## Vice 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

#### Vice Chair Roles and Responsibilities

##### *Ongoing*

- Assume the duties of Acting National Chair in the absence of the National Chair or in the event of the resignation of the National Chair
- Assist the National Chair (and the Executive Board) in carrying his/her responsibilities
- Accept duties and responsibilities as assigned by the National Chair
- Serve as a member of the Board Executive Committee

##### *Yearly*

- Regularly attend and fully participate in the meetings of the Council of SAGs
- Serve as the parliamentarian for the Council of SAGs meeting

##### *Monthly*

- Regularly attend and fully participate in the meetings of the Executive Board

- Regularly attend and fully participate in the meetings of the Executive Committee

**CJJ Staff Liaison Roles and Responsibilities –**

- Set up conference call line for meetings
- Take attendance and notes at board meetings
- Maintain accurate contact information and board membership list

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)