

Guidelines and Responsibilities for Committee Chairs and Co-chairs Virginia Community Criminal Justice Association - 2010

Congratulations and thank you to the committee chair/co-chairs that been nominated and appointed to lead the many Virginia Community Criminal Justice Association committees. The Executive Committee appreciates your enthusiasm and your willingness to serve. In order to provide guidance on your responsibilities as chair/co-chair, the following guidelines are being forwarded to assist you:

- ◆ Within two weeks, schedule an organizational committee meeting and draft a formal statement of your goals and objectives for your committee. Ideally, this information should be a part of the committee report for the February VCCJA Directors' meeting; however, due to time constraints, this may be difficult. The formal statement of the committee goals and objectives must be submitted by the May Directors' meeting.
- ◆ Review and provide feedback on the annual budget prepared for the committee by the Treasurer.
- ◆ Obtain approval from the Treasurer for any expenses over and above those projected in the budget. All invoices for committee expenses shall be submitted to the VCCJA Treasurer with the proper documentation within 30 days of receipt. Invoices held beyond 60 days of receipt will not be eligible for reimbursement. ***Please note that VCCJA does not provide funding for committee lunches or travel to and from committee meetings without written authorization of the President.***
- ◆ Provide a quarterly report in writing to the President on the progress of the committee for the quarterly VCCJA Director's Meetings (Held in February, May, August and November) as well as the VCCJA newsletter. This report shall be submitted at least ten days prior to the Director's meeting. When presenting a report at a VCCJA Director's meeting please also provide a copy of your written report to the VCCJA Secretary.
- ◆ Submit for approval in advance to the Executive Committee via the President any publication, report, letter, public information or other information intended to be disseminated on behalf of the Association and/or intended to express the views or opinions of the Association.
- ◆ Maintain an updated list of committee members and their email addresses and provide such list to the VCCJA President within 60 days of the initial committee meeting. Contact prospective new members when notified by the Membership Committee.
- ◆ Publish notices of committee meetings on the VCCJA website calendar and obtain a meeting place for committee meetings.
- ◆ Maintain a current mailing list of the committee's target audience (i.e.: membership/members, legislative/legislators) and provide it to the Executive Committee upon request.
- ◆ Ensure the continuous, productive work of the committee.

We look forward to working with you this year on all VCCJA matters.

With best regards,
VCCJA Executive Committee