

Virginia Juvenile Justice Association

District Officer Descriptions

Assuming a leadership role with VJJA is a great way to grow professionally by adding to your skill set. Here are some of the many duties our district leaders perform.

Chair

- Shall serve as a voting member of the state Board of Directors.
- State Meetings: Attend all meetings of the state Board of Directors or send substitute representative (proxy).
- Local Meetings: Develop membership for, schedule meetings of and facilitate district-level Local Advisory Board (LAB) meetings. In addition to the other district officers, ensure representation on the LAB from all court service units, detention homes, juvenile correctional centers, group homes, halfway houses and other major juvenile justice employers within district boundaries.
- Representation: Act as liaison between members and the state board.
- Training: Ensure that local training events are held at least twice a calendar year. Plan and coordinate training or appoint a member of the LAB to the role of Training Coordinator.
- Public Relations: Serve as an ambassador for VJJA, promote awareness, encouraging participation and recruiting new members; attend public meetings (as requested) as a representative of VJJA.
- Legislation: Maintain contact and/or encourage contact with local legislators.
- Communication: Ensure ongoing and timely communication with all members.
- Elections: Serve on Nominating Committee for state offices; appoint Election Chair and ensure district elections are held in accordance with bylaws.
- Other: Other duties as assigned by the VJJA President.

Vice Chair

- Attend quarterly state board meetings in the absence of the District Chair.
- Assist with and/or assume other duties listed above in the absence of the District Chair.
- Promote VJJA awareness; encourage participation and membership.
- Attend and help organize local training events.
- Other duties as assigned by the District Chair.

Secretary

- Record minutes from each district meeting and maintain copies for district records.
- Prepare district correspondence as requested by the Vice Chair.
- Prepare and disseminate distribute announcements for training and other local events to all district members; forward all such announcements to the Webmaster for posting on the VJJA webpage and or distribution statewide through association list serv.
- Maintain stock of letterhead/stationary and other needed supplies.
- Serve as a liaison to the Webmaster, submitting timely information for posting on district webpage.
- Promote VJJA awareness; encourage participation and membership.
- Attend and help organize local training events.
- Other duties as assigned by the District Chair.

Treasurer

- Banking: Responsible for maintaining the district's bank account (deposits, payments, balancing).
- Taxes: Complete annual tax forms as directed by the VJJA State Treasurer.
- Procurement & Accounting: Process orders and invoices for goods and services (e.g. speaker's fees).
- Promote VJJA awareness; encourage participation and membership.
- Attend and help organize local training events.
- Other duties as assigned by the District Chair.