North Carolina Juvenile Reentry Reform Planning Task Force Roles and Responsibilities

Roles: Task Force Chair, Task Force Subgroup Facilitator, Task Force Member, Task Force Coordinator, Note Taker, Research Triangle Institute (RTI) Subcontractor, Council of State Governments (CSG) Representative

Responsibilities of the Task Force Chair

- Call meetings to order, adjourn meetings
- Introduce speakers
- Facilitate discussion during the task force meetings
- Ensure meeting is proceeding in a timely manner

Responsibilities of the Task Force Subgroup Facilitators

- Facilitate and lead discussions within the subgroup
- Ensure the subgroups complete assigned tasks in a timely manner
- Report back on the subgroup activity when the full group reconvenes
- Work with the note takers to develop subgroup output documents (lists of recommendations, etc.)

Responsibilities of the Task Force Members

- Attend and actively participate (yourself or proxy) in all task force meetings, which will take place monthly beginning March 13, 2015 to September 2015
- Participate in review and discussion of proposed plans via email
- Complete assigned tasks by agreed-upon deadlines and provision of timely feedback when requested
- Participate in discussions of how the improvements in the juvenile reentry plan will impact/be impacted by policies and procedures in your own agency
- Advocate and support the juvenile reentry plan within your own agency

Responsibilities of the Task Force Coordinator

- Manage meeting scheduling; select optimal meeting dates, acquire meeting rooms, and send calendar invites to task force members and guests
- Disseminate meeting agenda and other relevant documents to task force members before the meetings, including meeting reports from previous meetings
- Assemble meeting materials for each meeting, including the agenda, subgroup documents, presentations, and any other relevant materials
- Work with the juvenile justice management team to create subgroup documents/exercises
- Coordinate note takers for each meeting
- Work with the RTI to assemble each meeting report
- Submit any task force members’ reimbursement forms for travel

Responsibilities of the Note Takers

- Take precise notes during the time they are assigned to take notes, capture all recommendations, questions and concerns that are suggested by task force members or other attendees
- Work with the subgroup facilitator to ensure all relevant information has been captured before the notes are shared with others and compiled into the meeting report
Responsibilities of the RTI Subcontractor

- Assist in taking meeting notes
- Work with the Task Force Coordinator to assemble each meeting report

Responsibilities of the CSG Representative

- Share the approaches other states have used to improve their reentry plan
- Offer technical assistance to the task force, as needed