

## **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