

## **Carbon County Community Juvenile Services**

### **Board Member Position Description**

#### **Title**

Member, Carbon County Community Juvenile Services Board of Directors

#### **Purpose**

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of Carbon County Juvenile Services.

#### **Term**

Appointed to a 3 year term (except when filling an unexpired term).

#### **Criteria**

- Willing to accept and promote the mission, goals and objectives of Carbon County Community Juvenile Services Board.
- Possesses professional expertise in the area of juvenile services.
- Represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of juvenile services.

#### **General Responsibilities**

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies, and continuing review of the conduct of the business.

#### **Specific Tasks**

Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.

- Commit to serve on at least one standing committee or task force and to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing juvenile services. Each board member is expected to vote their position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include:
- Decisions on issues, policies, priorities, goals and objectives;

- Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
- Nomination and election of members and officers of the Board;
- Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
- Approval and monitoring of the operations, property, and equipment budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to review and evaluate the performance of the Board and its members.
- Educate stakeholders on juvenile services, issues and trends.
- Promote the mission, goals, and objectives of juvenile services to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

### **Time Demands**

<u>Regular Meetings</u>	<u>Estimated Time Demands</u>
Quarterly on the 2 <sup>nd</sup> Thursday of February, May, August and November	2 hours/meeting
Committee and task force meetings	1-2 hours/month