



Restorative Justice Coordinating Council: Member Commitment

Title: Appointed Member of the Council

Term: Variable by appointing authority; for effective engagement and leadership development, a minimum commitment of 4 or more years is strongly encouraged

Reports To: Council chair, Committee chairs, and, as requested, Council staff

Duties:

Council members are legally and ethically responsible for all activities of the Council in carrying out its legislative mandate and mission: To that end, the Council through its members:

1. Determines how the Council will carry out its mission through: long and short-range planning, the work of its committees, strategic partnerships, and regular review of its performance in achieving its objectives
2. Adopts an annual budget and provides fiscal oversight for its budget and Cash Funds, in coordination with SCAO staff
3. Recruits, orients, and develops new Council members
4. Assists SCAO in hiring or contracting with personnel to support Council activities
5. Establishes policies for the effective management of the Council and its activities

Responsibilities:

- Possess knowledge of the values, principles and practices of Restorative justice broadly or within your specific context, and be willing to acquire additional background in a timely fashion (e.g., connect with a Council mentor, attend relevant training, shadow an experienced RJ practitioner)
- Have a passion for developing and support Restorative Justice and Restorative Practices throughout the state, within the Standards, Guidelines and priorities adopted by the Council
- Understand and promote the Council's legislative mandate and mission
- Be familiar with the Council's by-laws, policies and operations, and strictly adhere to key Member policies such as those related to conflicts of interest, internal grievances, and confidentiality of any privy matters related to the Council's work
- Committed to active engagement and accountability, including regular attendance at bi-monthly Council meetings, annual planning retreat, and assigned committee meetings
- Actively serve on at least one committee and offer to take on special assignments within that committee and within other needs that arise within the Council from time-to-time, including harnessing the resources of your appointing authority to support this work
- Review agenda and supporting documents prior to meetings
- Let the Chair or staff know in advance if you cannot attend a scheduled Council or assigned committee meeting
- If not attending, send pertinent updates or input on agenda items to the Chair or staff in advance (proxy voting not permitted per bylaws)
- Stand by duly-considered decisions reached by consensus or majority vote of the Council



- Ability to work in a collaborative, consensus-building fashion within the Council and with diverse constituencies across the state, along with the capacity to serve as a point person to engage your own represented agency or stakeholder group and to solicit the support of key leaders on important policy issues related to RJ in Colorado
- Participate in extra Council activities and relevant special events as you are able
- Keep yourself and the Council current on Restorative Justice developments and other matters that may bear on the successful implementation of Restorative Justice in various sectors throughout Colorado
- Comply with any other responsibilities and expectations for members as set out in the Council's bylaws
- Inform the Council and your appointing authority if you become unable to commit to the responsibilities and time demands set forth here, so that temporary adjustments to your participation can be considered or a replacement found. In the absence of pro-active steps by a member, the Council chair may go directly to the appointing authority to request withdrawal and replacement of an appointment

Time Demands (approximate):

- Prepare for, travel to and/or attend by digital access at least two-thirds of bi-monthly board meetings each calendar year (6x year, approximately 6 hours in length, most generally the 4th Friday of the month in the Front Range area, with one meeting often held elsewhere in the state)
- Prepare for, travel to and/or attend by digital access at least 75% of assigned committee meetings (average 6x year, in between regular Council meetings, 1-3 hours in length as determined by the committee chair)
- Prepare for, travel to and attend the annual planning retreat (1 extended weekday; may be added as a second day to a regular Council meeting; may be held outside the Front Range)
- Attend special training or outreach events of the Council as appropriate to your sector and/or committee work (1 per year recommended; variable time commitments and locations)
- Attend new member orientation/mentoring session(s) (approx. 2 x 2 hrs)
- Provide an additional 1-2 hours/week average for between-meeting document review, completion of agreed-upon assignments and action steps (may include harnessing other resources available through your appointment authority or other networks). This time may be increased for Council members also serving on the Executive Committee.

I have read this Commitment and agree to abide by its terms and expectations for active Council member participation.

Name (Printed):

Signature: _____

Date: