

**JRSA EXECUTIVE COMMITTEE**  
**DUTIES AND RESPONSIBILITIES**  
**July 2006**

The JRSA Executive Committee, also known as the Board of Directors, is the governing body of JRSA, as stated in Article V of the Association's Bylaws. The Executive Committee consists of the President, Vice President, and Secretary/Treasurer, who are the officers of the Association; two elected delegates with voting status; a non-voting delegate appointed by the President; and the immediate past president.

Elections are held at the annual business meeting, which takes place in conjunction with the national conference each fall. Executive Committee members take office at midnight of the Saturday following the conference.

The Executive Committee is responsible for setting Association policies and procedures for the operations of the Association, including approving the annual budget, and ensuring that the staff carry out those policies and procedures. The duties of the officers and the Executive Committee are spelled out in Article VI of the Bylaws. This document is not meant to replace the Bylaws, but to summarize the work of the Executive Committee and the specific day-to-day responsibilities of Committee members.

***I. Time Commitment***

The Executive Committee typically meets three times a year for regularly scheduled meetings. Committee members are also expected to participate in the Association's annual business meeting. The Executive Committee meetings are usually 1-1/2 days long, sometimes including week-end days, depending on the schedules of Committee members. Meetings are held in various locations around the country; with one traditionally held in Washington, D.C. Meeting locations are determined by the President and Executive Director based on cost and other factors.

In addition to the time required for the meetings themselves, Executive Committee members contact states in advance of each meeting. Each person (except the President) is assigned SACs to contact in order to provide a state report for the meeting. Questions to ask the states are generally provided, but SACs are also encouraged to let their representative know of specific state issues that they would like addressed.

Executive Committee members may also sit on a subcommittee of the Association, and then serve as a liaison of the subcommittee to the Executive Committee. The Research Committee and Nominations Committee are appointed every year. Other committees are appointed by the President to carry out specific tasks as needed, such as the Membership Committee; IBR/NIBRS Committee; Policies and Procedures Committee; and the Training, Technical Assistance, and Technology Committee. The amount of time spent on subcommittee activities depends on the nature and complexity of the committee assignments. Subcommittees generally meet by conference call.

***II. Compensation***

Executive Committee members receive no remuneration for their service.

***III. Travel Expenses***

Travel expenses to attend all Executive Committee meetings (but not the annual business meeting or conference), including hotel, transportation, meals, and miscellaneous items, are paid by the Association in accordance with the JRSA Travel Policy. Instructions are provided to each member prior to travel. Travel arrangements can be made by the Committee member and be reimbursed, or made directly through JRSA's travel agent and be master-billed. JRSA staff make all hotel arrangements.

#### ***IV. Directors and Officers Liability Insurance***

JRSA maintains insurance to protect the members of the Executive Committee from liability associated with serving on the Board of Directors.

#### ***V. Committee Member Responsibilities***

The formal responsibilities of officers are spelled out in the Bylaws, as indicated above. Except as spelled out above, or as assigned by the President, the Delegates and Past President have no official duties. The officers interact regularly with staff to ensure the effective operation of the Association. Following is a summary of the officers' activities.

1. **President.** The President works closely with the Executive Director in order to stay abreast of Association activities; be informed about legislation or news about OJP bureaus that might affect JRSA or the SACs; plan Executive Committee meetings, including developing the questions for the state reports; and plan the annual business meeting and national conference. The President chairs the Executive Committee and annual business meetings, and represents JRSA in formal meetings with Justice Department and other officials.
2. **Vice President.** The Vice President handles specific duties assigned by the President, such as chairing or serving on particular subcommittees or undertaking projects on an *ad hoc* basis, and is responsible for carrying out the duties of the President if the President is unable to do so.
3. **Secretary/Treasurer.** In order to insure that the financial accounting of the Association is in good order, the Secretary/Treasurer works closely with the Director of Finance and Administration (DFA). On a monthly basis, the DFA sends the Secretary/Treasurer a financial report that includes detailed information about JRSA projects and cost centers. The Secretary/Treasurer is also responsible for reviewing and signing the minutes of the Executive Committee meetings, which are prepared by staff.