



# **NORTHWEST JUSTICE FORUM**

Forum Steering Committee

Sub-Committee Application Packet

## Forum Steering Committee

In order to both sustain and grow the NW Justice forum as a relevant and effective event for the implementation and growth of Restorative Justice values and practice in the Pacific Northwest, it is important to create and sustain a committed and active working group (Steering Committee and Sub-Committees) to plan the annual forums. Chairs of the subcommittees will be selected from the Forum Steering Committee (FSC). Subcommittees will consist of both FSC and non FSC members. If you are interested in joining one of our subcommittees, please carefully review the following criteria and then complete and submit the application form attached.

### Sub-Committee Selection Criteria

The following criteria will be used by the existing Forum Steering Committee to select new sub-committee members.

- To enhance efficiency and effectiveness, the number of members for each of the 7 sub-committees will be 4.
- Each member shall have demonstrated a commitment to and grounding in Restorative Justice values and practice.
- A priority in selecting members shall be to have the greatest possible diversity in:
  - **Geographic location** in Oregon and Washington. (Ideally no more than two people from any agency/organization.)
  - **Community size** is an important factor. Ideally the sub-committees will have representatives from communities/counties of varying size and demographics.
  - **Ethnicity/race/culture** are additional important factors in creating a diverse group that can be aware of issues/topics/practices that are important to highlight at a Forum.
  - **Stakeholders** who bring diverse insight, experience, perspectives and needs are also of importance. While the Forum cannot effectively focus on the great breadth work that Restorative Justice principles are relevant to, the Forum does seek to be a valuable venue to stakeholders who have a significant focus of working with youth and those impacted by youth – juvenile justice, schools, law enforcement, crime victims/advocates, social services, social justice agencies/groups, community activists.

### **Sub-Committee Member Commitments**

1. I commit to make sub-committee meetings a priority and will schedule accordingly- Meetings happen as needed and as scheduled by the sub-committee chair. The committee values geographic diversity, therefore phone conferencing is perfectly acceptable. However, for members within the Portland Metro area, the commitment is to meet in person the vast majority of the time. Group cohesion is improved upon when members are present in the room.
2. I commit to enthusiastic participation in the business of the sub-committee- Tasks required of sub-committee members can often be time consuming over the course of the planning cycle.
3. I commit to being present and active at the Forum in carrying out the needed tasks for the successful implementation of the Forum.
4. I commit to thinking creatively about how the planning committee can help advance, teach, and implement, the values and principles of Restorative Justice.

# NW Justice Forum

Sub-Committee Member Application Form

**Please return completed application to:**

Resolutions NW, Attn: Betsy Coddington  
1827 Northeast 44th Avenue # 300 Portland, OR 97213



## Contact Information

Name	
Title	
Affiliation	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Interests

Tell us in which sub-committees you are most interested in contributing to the NW Justice Forum's success. You can read descriptions of each sub-committee on the attached document. If there are multiple, rank them in order of preference.

- Marketing
- Volunteers/Day-of-Logistics/Audio Visual
- Registration
- Venue/Food
- Fundraising
- Keynote Dinner
- RFP/Presenter Coordination

## Special Skills or Qualifications (use a separate page if necessary)

Please describe your interest in volunteering for the NW Justice Forum.

Please summarize why you would be a positive addition to the planning team.

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**Personal and Professional References (please provide at least one of each)**

Name	
Relationship	
Phone	
E-Mail Address	

Name	
Relationship	
Phone	
E-Mail Address	

Name	
Relationship	
Phone	
E-Mail Address	

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a sub-committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

**Our Policy**

It is our policy to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

**NW Justice Forum Planning Committee**  
**Subcommittee Descriptions**  
**(10/2012)**

**Marketing**

**Mission:** To increase the number of attendees at the forum to reach or exceed 250 and to create a presence for the Forum in all NW states in order to continue to grow.

**Duties:**

- Create a marketing plan
- Develop Brochures
- Construct reminder emails
- Reach all NW states/regions
- Reach out to all groups necessary: schools, juvenile departments, counties, non-profits, professional organizations, etc.
- Develop and disseminate emails/flyers/contact with any persons or people (in coordination with the registration sub-committee)
- Work with registration subcommittee to maintain updated email list
- Propose changes/updates to website content/structure
- Save the date emails x 2
- Brochure emails x 2-3 reminders
- Email correspondence during forum planning
- Update and maintain email list

**Volunteers/Day-of Logistics/ Audio Visual**

**Mission:** Manage volunteers and logistics in order to create a welcoming and satisfying experience for all in attendance in order to create a positive culture that will help to reach our goals for the following years.

**Duties:**

- Create email for Marketing committee to disseminate about volunteer recruitment
- Recruit Volunteers, manage applications/acceptances
- Create a plan for Volunteers to follow on the day of the Forum
- Prepare volunteers ahead of time with all information they need to be prepared for day-of activities
- Train volunteers on all activities, locations, signage, evaluations
- Manage evaluation process including: making evaluations, and passing them out and collecting at each and every session.
- Provide volunteer recognition
- Create a Day-of Logistics plan to accommodate for all subcommittee leaders to participate
  - o Make sure everyone is where they need to be including: presenters, PCs, and volunteers
  - o Make sure all AV equipment is in place/working – work with Venue subcommittee on this
  - o Make sure all food and tables/chairs are where they need to be – work with venue subcommittee on this

## **Registration**

**Primary responsibility:** to provide pre/post and during forum registration support to NWJF planning committee.

### **Duties:**

- **Pre-registration:**
  - o Maintain emails current for marketing committee to use as people register.
- **Registration:**
  - o Fielding calls from registrants – mostly June
  - o Responding to emails from planning committee
  - o PayPal transfers
  - o Peachtree entries
  - o Processing checks and making deposits
  - o Processing refunds (if needed)
  - o Tracking dinner reservations (coordinate with Keynote Dinner sub-committee)
  - o Tracking certificate requests (CLE/NASW)
  - o Tracking volunteers (coordinate with Volunteer Sub-Committee)
  - o Tracking presenters (Coordinate with RFP/Presenter Coordination Sub-Committee)
  - o Tracking committee
  - o Sending receipts as requested
  - o Preparing registration list
  - o Nametags
  - o Ordering office supplies
  - o Photocopying
  - o Affixing labels to folders
  - o Assembling Participant Folders
  - o Covering registration table
  - o Processing payments to venues/presenters/vendors
  - o Invoices sent to “pay later” registrants
  - o Preparing financial reports
- **Forum:**
  - o Request adequate registration space/tables in lobby
  - o Check in registrants and collect unpaid fees
  - o Provide continuing education credit paperwork to those requesting credit
  - o Covering registration table with at least one person throughout the entire forum. (Can be coordinated with volunteers).

## **Venue/Food**

**Primary responsibilities:** a) liaison with venue to ensure adequate workshop and plenary space, audio/visual equipment and other venue needs; b) communicate and negotiate with onsite catering service.

### **Duties:**

- **Pre-forum Venue:**
  - o Confirm dates and projected space needs in fall preceding forum
  - o Ongoing communication as space needs change
  - o Communicate a/v requests pre-forum
  - o Work with registration to align room assignments with # registrants
  - o Request extra tables for: displays, raffle baskets, etc.
  - o Communicate with catering as needed

- Work with venue to make sure there is adequate signage for registration, food area, classrooms, bathrooms, etc.
- **Pre-Forum - Food:**
  - Confirm forum dates and food service needs (continental breakfast, coffee service, lunch, afternoon breaks)
  - Request estimate for food costs
  - Review menu and make selections (within budgeted allowances)
  - Provide catering service with estimated count 2-3 weeks in advance
  - Provide catering service with final count 5 days before event
  - Communicate with venue liaison as needed
  - Assure there is water available in breakout rooms or area
- **Day Of Forum - Venue:**
  - Create a Venue plan for day-of to include resolution of issues such as room temperature, chair set up, AV equipment, trash, recycling, food set up/clean up, bathroom signage, venue signage, etc.
  - Provide volunteers with a/v needs for each room
  - Provide volunteers with room assignments
  - Check set up of plenary session/lunch spaces
  - Communicate with facilities around a/v or space glitches
- **Day of Forum - Food:**
  - Check in with catering about set up/break down times
  - Communicate with catering as needed
- **Post-Forum - Food:**
  - Review invoice and make payment
  - Begin planning and research for next year's Forum venue
- **Plan for Next time**
  - Look for possibilities for different venue (colleges, law schools, hotels, etc.)
  - Find out pricing, AV, space, etc.

### **Keynote Dinner**

**Mission:** To create an event that will be enjoyable for all in attendance in order to reach our goals and which will make participants want to continue attending each year.

### **Duties:**

- Work to reach or exceed our participation goals
- Manage Keynote dinner menu
- Manage communications with Keynote Dinner venue about costs, times, dates, menu, tables, etc.
- Provide information to marketing sub-committee for flier to be created
- Invite/recruit people to attend the Keynote dinner as a separate event – work with entire PC if necessary

### **RFP/Presenter Coordination**

**2013 Chairs: Kevin, Matthew**

**Mission:** To develop and manage the RFP process in order to reach our presentation goals and provide adequate and professional support to presenters.

### **Duties:**

- **Overall Process:** Develop an RFP process which expands our capacity to reach our goals and creates a professional and welcoming environment for presenters.
- **RFP Application Form:** Change or maintain RFP application form and coordinate with marketing committee to disseminate/advertise it.
- **Management of RFP Submissions**
  - o Collect submissions
  - o Review submissions to assure sufficient completion/information
  - o Communicate RFPs to NWJF Planning Committee for approval/rejection
  - o Notification to approved and rejected submissions
- **Liaison for Presenters**
  - o Provide a clear articulation of expectations for presenters.
  - o Collection of workshop materials for Forum participants and CEU applications by CEU deadlines.
  - o Address inquiries or issues that arise for presenters.
  - o Create an email with all information pertinent for presenters to send out before the Forum (to help them with directions, room numbers, AV equipment, etc.)
- **Post-Forum Support**
  - o Collect workshop and Forum evaluations.
  - o Enter data for reporting to Planning Committee.
  - o Disseminate workshop evaluation data to presenters

## **Fundraising**

**Mission:** To examine all avenues for expanding revenue of the forum in order to meet our revenue goals for current and future expenses.

### **Duties:**

- Design and implement fundraising plan to reach our revenue goals.
- Research and expand list of potential funders (individuals and agencies/foundations).
- Plan fundraising activities for on-site fundraising at the Forum.
- Write proposals for funding opportunities.
- Create recognition sign and/or insert for those sponsoring/funding the Forum
- Work with all other sub-committees in order to implement the fundraising plan.