

# **Charlottesville/Albemarle Commission on Children and Families (CCF)**

## **CCF MEMBER POSITION DESCRIPTION**

### **GENERAL DESCRIPTION OF WORK**

To serve the Commission in support of its mission “to center the community on children and families.” To develop and guide a plan for CCF to enhance conditions for children and their families through identifying community needs; raising awareness of children and family conditions, needs and resources; facilitating and implementing coordinated prevention and intervention strategies; and recommending the investment of State and other local resources.

### **SPECIFIC RESPONSIBILITIES**

- Represent the CCF, its committees and work groups, by attending and speaking at meetings, community events, etc., as needed and appropriate
- Be the CCF’s “eyes and ears” in the community as an identified point of contact for children’s and family issues
- Recommend, promote, review and approve coordinated community strategies to improve and enhance the well-being of children and their families.
- Oversee administration of the Comprehensive Services Act for At-Risk Youth and Families by carrying out the responsibilities of the Community Policy and Management Team set forth in Virginia Code Chapter 880, Section 2.1-745 et seq. Consider and approve policy recommendations submitted by CCF’s Comprehensive Services Act Committee (which develops local procedures to provide services to children and families, including management of CSA State Pool and other funds through monthly monitoring and authorization of expenditures, implementation of state requirements, and oversight of the Family Assessment and Planning Teams.)
- Review and analyze CCF and local data to inform CCF and community of strategies for addressing issues related children and their families;
- Work as a team with fellow Commissioners and CCF staff in developing an annual work plan;
- Identify ways to act as an individual champion for the mission of the CCF within the community;
- Advocate on behalf of identified children and family needs and CCF with community and state leaders; and,
- Provide advice to CCF staff within the scope of individual expertise.

### **EXPECTED MEETING ATTENDANCE**

Commissioners are expected to punctually attend all regular and special meetings of the Commission and to prepare for all meetings by reading materials and carrying out assignments, as well as actively participating in meetings. CCF members are asked to notify CCF staff if they are unable to attend a meeting. As stated in the CCF Bylaws, “A Commission Member who, without prior notice, fails to attend three consecutive, regularly scheduled meetings, or who misses five meetings without notice during a twelve month period, shall be deemed, after written notice from the Chair, to have resigned from the Commission, and the Chair shall advise the City Council and Board of Supervisors of such fact.” Specific meeting requirements include, but are not limited to:

- Prepare for and attend monthly CCF meetings;
- Serve on at least one CCF work group and attend meetings of that work group;
- Attend CCF retreats; and,
- Attend and participate in special events and activities sponsored by CCF, e.g., public presentations and annual report presentations to governing bodies.

### **TIME REQUIREMENTS**

Five to fifteen hours a month.

### **OTHER DUTIES**

Identify prospective CCF work group members and board members as needed.