



### **CGJA Committee Volunteers Needed**

As with any organization that is vibrant and growing, CGJA has staffing needs within our widely varying committees to work to actively promote, preserve, and support the grand jury system across California. Please review the following committee descriptions along with their staffing needs and if you have the skills, interest, and some time to get involved, please contact the committee chairs listed. Committees meet via video conferencing with no travel required. Being a trainer requires travel (as described below).

#### **Annual Conference Committee**

Supervises the planning of the Annual Conference; suggests policy, and establishes procedures to plan, coordinate, and host the conference.

Committee needs: The ACC needs people who enjoy planning and assisting in organizing an informative conference program. This includes site selection, developing a conference theme and obtaining quality speakers and topics for the event. A willingness to assist others to facilitate a professional, informative program for members is a must. An interest in leading or assisting the leader in such a team is a plus.

Contact: [Lloyd Bell](mailto:lloyd.bell@comcast.net), [lloyd.bell@comcast.net](mailto:lloyd.bell@comcast.net).

#### **Awards Committee**

Oversees all awards, including the Angelo Rolando Service Award, Excellence in Reporting, Local Achievement, and Certificates of Special Recognition.

Committee needs: Do you think that exemplary service should be recognized? If you answered “yes” then serving on the Awards Committee is a perfect fit. CGJA has a number of awards recognizing outstanding service to the Association. We currently have an opening for Chair of the Special recognition Subcommittee.

Contact: [Joann Landi](mailto:joannelandi@aol.com), [joannelandi@aol.com](mailto:joannelandi@aol.com).

#### **Financial Review Committee**

The Financial Review Committee does an annual informal review of CGJA's finances. Its goal is to provide members assurance CGJA funds are all accounted for in our checking account and our Journal. On occasion, as requested by the Board, we will also contract for a review of CGJA's finances by an accounting firm.

Committee needs: Members of the committee need two skills. The ability to work with our bank statements and our financial reports and compare them at the smallest level of details (this is just a willingness to do detail checking, with minimal actual accounting skill required) and also the willingness to participate in a competitive bid process in



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selecting an accounting firm (needed approximately once every five years). Perseverance at detail work for a short time is the bottom line.

Contact: [Rich Knowles, grichthek@gmail.com](mailto:grichthek@gmail.com).

### **Membership Relations Committee**

Recruits new members; recruits ongoing member renewals; maintains CGJA databases; promotes, guides, and supports chapter formation; facilitates the exchange of information among chapters; oversees the CGJA volunteer program.

Committee needs: People with the desire and hopefully background or skills to work in at least one of the above activities. We are also looking for database management skills.

Contact: [Jim Ragan, jimragan@charter.net](mailto:jimragan@charter.net).

### **Public Relations Committee**

Communicates and maintains relations with CGJA members, chapters, and independent grand jurors' associations, media sources, and the general public. Activities include the CGJA website, social media, the bimonthly Grand Jurors' Journal, other news periodically to members, and multiple efforts to promote grand jury awareness throughout the state.

Committee needs: People with the desire and hopefully background or skills to work in at least one of the above activities. Our most urgent need is for someone to become our social media force. And we are always looking for people who can help us promote the grand jury with the media.

Contact: [Jim Ragan, jimragan@charter.net](mailto:jimragan@charter.net).

### **Training Committee**

The Training Committee (TC) is responsible for all aspects of the development and delivery of the CGJA training program for new grand jurors, alternates, forepersons and pro tems, legal advisors, judges, and court personnel. TC responsibilities include curriculum development, planning and handling of logistics for all CGJA's training events, and the selection and development of new CGJA trainers. These tasks are handled by several subcommittees.

CGJA trainers and subcommittee members are not necessarily members of the Training Committee, but are welcome to attend meetings.

Committee needs:

1) Administrative help for the CGJA Training program – someone willing to assist the Training Committee Chair with administrative tasks, including: organization of training venues and schedule; communications with courts, counties, and grand juries;



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organizing logistics (manual distribution, equipment, refreshments, accommodations, etc.) for training venues; and other administrative tasks.

Skills required include use of email, good communication skills, organizational skills, and proficiency in Word and Excel.

2) CGJA Trainers – trainers needed, especially in the topics of Local Government, Grand Jury Law, Legal Topics (law degree required), and Report Writing.

Skills required include knowledge and experience gained through grand jury work and good presentation skills; professional experience in teaching or training is helpful.

Note: Must be able to travel to different training venues, most often requiring overnight stays. Approved lodging and mileage are reimbursed.

3) CGJA “hotel room booking coordinator” – volunteer needed to assist current volunteer who books all hotel rooms for trainer travel during both summer and fall training seasons.

Skills required: familiarity with researching and booking hotel rooms

Contact: [Marsha Caranci](mailto:Marsha.Caranci@cgja.org), [cgjatraining@cgja.org](mailto:cgjatraining@cgja.org)