



# MAINE JUVENILE JUSTICE ADVISORY GROUP

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## Policy on Conference Attendance

(Adopted July 19, 2024)

This policy applies to the reimbursement of expenses for JJAG board members and other individuals (Attendees) who attend conferences authorized by the Board.

1. Attendees will be reimbursed for expenses related to attendance only as authorized by this policy.
2. Attendees will prepare for the conference as requested by the Board or the Juvenile Justice (JJ) Specialist.
3. Prospective Attendees be responsible for coordinating with the JJ Specialist to ensure that the JJAG will be able to take advantage of early registration and reasonable transportation expenses.
4. In advance of the conference, Attendees will coordinate with another Attendees to review the agenda for the conference to identify sessions that would be most relevant to the work of the JJAG, and to assure that at least one of the Attendees will cover each of those sessions.
5. Attendees will participate in conference sessions and presentations during the normal work day hours.
6. Attendees will cooperate with one another to share what they have learned at the sessions.
7. Attendees will be prepared to share with the JJAG board members what they have learned at the conference, either formally in a report to the full board, or informally with fellow board members and staff, as directed by the JJAG.
8. At all times, Attendees will behave in a manner that reflects well on the JJAG.