### Appendix B

**ROLES OF YOUTH DEVELOPMENT DEPARTMENT, ASSOCIATION, PROGRAM UNIT AND ADMINISTRATION**

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Staffing</th>
<th>Professional Development</th>
<th>Research/Professional</th>
<th>Reward Recognition</th>
<th>Leadership/Other</th>
</tr>
</thead>
</table>
| **DEPARTMENT** | • Define discipline  
• Review and evaluate promotional documents  
• Recommend candidates for promotion | • Set entry level standards  
• Provide staff plan input  
• Monitor staff placement and positions  
• Address staff welfare issues  
• Provide faculty governance orientation | • Identify needs  
• Encourage professional development (professional development plan) | • Share professional materials  
• Define/develop and profess the discipline of youth  
• Identify research needs | • Monitor salary structure  
• Encourage professional papers and other scholarly efforts |
| **ASSOCIATION** | • Recognize achievement | • Provide a forum for staff issue decisions  
• Advance the image of the profession through collegiate members | • Identifies needs  
• Encourage personal/professional growth  
• Provide personal/professional improvement opportunities  
• Provide statewide, regional, and national opportunities for enrichment | • Promotes sharing program and personal experiences  
• Contributions to research identification (professional/personal) | • Recognizes distinguished source  
• Encourages leadership roles – state/national  
• Supports and promotes membership (workshops, conferences)  
• Build spirit de corps  
• Serve as an advocate for identified association issues and concerns as a neutral partner  
• Share common issues and concerns with JCEP |
| **PROGRAM UNIT** | • Review performance of faculty  
• Encourage, reinforce and provide feedback on program performance  
• Evaluate programs | • Screen, recruit, orient faculty and staff  
• Develop staffing plan establish staffing priorities  
• Place selected candidates | • Identify needs  
• Provide professional improvement experiences (workshops, conferences, etc.)  
• Counsel on professional needs and planning | • Identify programmatic research roles  
• Provide program direction leadership | • Provide input in salary decisions  
• Nominate and support faculty recognition on state/national level  
• Provide programmatic leadership and support materials  
• Provide expertise in the process dimension area  
• Manage program unit budget |
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</thead>
<tbody>
<tr>
<td>Review performance in cooperation with program unit</td>
<td>Recruitment/screening of candidates in cooperation with program unit using standards of department</td>
<td>Provide funding for professional planning and improvement</td>
<td>Support research</td>
<td>Monitor salary and salary adjustments</td>
<td>Develop overall budget of organization</td>
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<tr>
<td>Counseling role (feedback)</td>
<td>Establish positions</td>
<td>Develop professional improvement and staff policies</td>
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<td>Allocate funds for salary adjustments</td>
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<td>Share performance review with county and significant others</td>
<td>Place selected applicants</td>
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<td>Act on recommendations for promotion of faculty</td>
<td>Allocate budget</td>
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<td></td>
<td>Set budget</td>
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