NCPG committees bring together individuals who volunteer to work on a specific task or purpose to further the NCPG mission. Committees are an integral part of NCPG operations, and at least one year of service on a committee is required before members are eligible to serve on the NCPG Board. There are two types of NCPG committees: standing and ad-hoc.

**Standing Committees**
Standing committees are enshrined in the NCPG Bylaws. Per Bylaws Sec 8.1: “Standing Committee Chairs shall be appointed annually by the President, with the approval of the Board of Directors. Such Committees shall be composed of Members of the NCPG and at least one Director of the Board.” The standing committees are Affiliates, Bylaws, Development, Finance and Nominations & Elections.

**Ad-Hoc Committees**
Ad-hoc committees must be formed by the Board and chaired by a member of NCPG. Other committee members are not required to belong to NCPG. These committees address issues of long-term and significant interest to NCPG and are expected to remain active and engaged in the organization. Current ad-hoc committees are Awards, Communications, Conference, Education, Federal Affairs, Helpline, Membership, Military, NPGAW, Personnel, Prevention.

*Unless specifically noted, the term “committees” in the remainder of the document is inclusive of both standing and ad-hoc committees.

**Chairs**
Committee chairs are ordinarily appointed by the President for one year terms at or as close to the Annual Meeting as possible. Terms cease at the next Annual meeting and chairs must be reappointed by the President. The President has the authority to remove a committee chair at any time for any reason. In case of vacancy the President may appoint a new chair to serve the remainder of the term.

**Membership**
Committee members are appointed by chairs at their discretion. Committee members are expected to contribute regularly to committee operations and may be removed at any time by the chair. Committee members do not have to be members of the Board or corporation. All committee member terms last for one year and expire at the next Annual meeting. Members must be reappointed by the committee chair. The President has the power to remove any member from a committee for any reason. The suggested range is a minimum of 3 and a maximum of 24 members. The chair is responsible for updating the committee membership roster maintained by NCPG office. Members are expected to have subject matter expertise or interest in the committee mission but are not paid or compensated for their service.
Liaisons:
Each committee will have a liaison from the Board and a liaison from NCPG staff. The function of the Board liaison, who may be a member of the committee or serve ex-officio, is to maintain communication between the Board and committee members on NCPG priorities and expectations, and to provide the committee with a representative to the Board.

The function of the staff liaison is to provide information, input and support to the committee by setting up conference calls and email lists, helping arrange meetings and other administrative duties. However, staff liaisons do not have a vote and are not responsible for leading or running the committee. Committee members are expected to provide the majority of the work product.

New Committees:
Members of NCPG may petition the Board to create a new committee. The written request should include the suggested committee name, mission and goals, relevance to NCPG strategic plan and annual goals.

General Information:
Committees have access to NCPG audio and web conference systems to hold meetings. Each chair will be issued instructions and passcodes, and your staff liaison will be able to assist as well. Committees may submit a request to the Board at the yearly NCPG planning process for budgeted funds to accomplish specific projects.

Authority:
Committees do not speak on behalf of NCPG or the Board without specific authorization. Under not-for-profit corporation law in the District of Columbia, any committee of a nonprofit corporation that "exercises the authority of the board of directors in the management of the corporation" must consist exclusively of 2 or more directors.

Meeting and Reporting Requirements:
- Provide two written reports per year (in advance of the Annual and Strategic Planning meetings) to the Board on activity to date and specific progress towards their annual goals and objectives.
- Keep minutes of every meeting and promptly provide a copy to the NCPG office. Minutes must include a list of participating members at the meeting.
- Participate in the yearly NCPG planning process by reviewing the committee mission, membership, goals and objectives and suggesting necessary changes.
- Each year staff will furnish chairs with a calendar of deadlines

General Committee Timelines
| May | Written committee reports due |
| June @ Annual Meeting | Committee meetings, reappointment of chairs |
| Oct | Written committee reports due |
| Nov | Review mission, suggest goals for annual planning process |
Committee Semi-Annual Report Template

Committee Name:

Chair:

Members:

Board Liaison:

Staff Liaison:

Report Date:

1. Meetings:
   a. Please list dates committee met since last written report & meeting format (teleconference, in person, etc…):

   b. Were minutes kept for each meeting and a copy provided to NCPG office?

2. Progress on Annual Plan Goal(s) Assigned to Committee (please list each goal separately):

3. Note any new or departed members since last written report:

4. Additional notes:

Report submitted by:
### 2010-2011 STANDING COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Staff Liaison</th>
<th>Board Liaison</th>
<th>Chair</th>
<th>Members</th>
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<tr>
<td>Affiliates</td>
<td>Melissa Martin</td>
<td>Joy Mitchell</td>
<td>Jeff Beck</td>
<td>All affiliate representatives</td>
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<td>Bylaws</td>
<td>Linda Abonyo</td>
<td>Carol O’Hare</td>
<td>Thomas Moore</td>
<td>Dean Hestermann, Carol O’Hare, Mike Stone</td>
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<td>Nominations &amp; Elections</td>
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<td>Bill Eadington</td>
<td>Mary Drexler</td>
<td>Bo Bernhard, Mary Drexler, Dean Hestermann, Dennis McNeilley</td>
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### AD HOC COMMITTEES

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<th>Committee</th>
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<th>Members</th>
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<td>Awards</td>
<td>Linda Abonyo</td>
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<td>Megan Larsen</td>
<td>Seth Eisenberg</td>
<td>Don Feeney</td>
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<td>Chuck Maurer</td>
<td>Marlene Warner</td>
<td>Luana Berens, Mary Drexler, Haner Hernandez, Dot Duda, George Ladd, Susan McLaughlin, Joy Mitchell, Chuck Maurer, Sarah Ruiz, Ed Talbot, Donna Lee Thompson, Keith Whyte</td>
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<td>Education</td>
<td>Melissa Martin</td>
<td>Kathy Scanlan</td>
<td>Charles Vorkoper</td>
<td>Curtis Barrett, Jeff Beck, Wiley Harwell, Nancy Lantz, Kathy Scanlan, Marlene Warner</td>
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<td>Keith Whyte</td>
<td>Reece Middleton</td>
<td>Tim Christensen</td>
<td>Jerry Bauerkemper, Jeff Beck, Susan Edgar, Chuck Maurer, Reece Middleton, Sue McNabb, Lia Nower, Lisa Pertzoff, Mike Ryan, Mike Stone, Don Weinbaum, Donna Zaharevitz</td>
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<td>Megan Larsen</td>
<td>Amber Bunch</td>
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<td>Megan Larsen</td>
<td>Sue McNabb</td>
<td>Jeff Beck</td>
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<td>Alan Yandow</td>
<td>Rachel Volberg</td>
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<td>Jeff Beck</td>
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<td>Jeff Beck, Bo Bernhard, Lia Nower, Lori Rugle, Nancy Petry, Marc Potenza, Randy Stinchfield, Rachel Volberg, Ken Winters</td>
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Standing Committee Missions:

**Affiliates Committee**: To make recommendations to the Board of Directors on all policy and program matters that affects the activities of the State Affiliates.

**Bylaws Committee**: To advise on amendment of NCPG bylaws, structure and functioning.

**Development Committee**: shall be responsible for NCPG fund raising activities.

**Nominations and Election Committee**: To solicit nominations for the Board of Directors and to oversee elections of Officers at the annual Board of Directors meeting.

**Ad Hoc Committee Mission Statements & Goals**

**Awards Committee**: To administer the solicitation and evaluation of NCPG Awards nominees. The committee proposes criteria, solicits and evaluates submissions, forms subcommittees for outside peer review.

**Communications Committee**: Advise on NCPG website and communications issues

**Conference Committee**: To plan and conduct the NCPG National Conference.

**Education Committee**: To assure, based on written proposals, that applicants for CEU Credit deliver to attendees in their written proposal what the presenters claim in their proposal. To aid applicants who are in the process of securing approval for CEU Credit.

**Federal Affairs**: Advise NCPG on Federal legislative and policy issues.

**Membership Committee**: shall be responsible for maintaining and increasing NCPG membership.

**Helpline Committee**: Advise on issues related to the NCPG Helpline Network

**Military Committee**: Advise on issues related to gambling and problem gambling among military and veterans.

**National Problem Gambling Awareness Week**: Conduct National Problem Gambling Awareness Week, the national grassroots campaign to educate healthcare providers and raise public awareness about problem gambling.

**Personnel Committee**: To oversee personnel matters of NCPG office

**Prevention Committee**: To advocate for and increase the capacity of professionals to include prevention into their problem gambling continuum of services.
Bylaws Text, as revised 2/17/08

ARTICLE VII

THE AFFILIATES COMMITTEE

SECTION 7.1 THERE SHALL BE AN AFFILIATES COMMITTEE OF THE NATIONAL COUNCIL ON PROBLEM GAMBLING.

This shall be a standing committee composed of at least one designated representative from each recognized Affiliate Member.

SECTION 7.2 CHAIR PERSON.

The representatives to this committee shall elect a Chairperson for a term of one (1) year. The election shall be held at the Affiliates Committee meeting held concurrent with the Annual Members’ meeting and the newly elected Chairperson shall take office at the end of that meeting of the Affiliates.

SECTION 7.3 RESPONSIBILITIES.

The function of the Affiliates Committee is to make recommendations to the Board of Directors on all policy and program matters that affect the activities of the Affiliate Members. Affiliate Members are essential links in the National Council's commitment to increase awareness among the general public, professional groups and legislative forums that compulsive/pathological gambling is a treatable illness; to encourage research that serves to reduce the prevalence of problem gambling among youth and adults; and to assist those who have gambling-related problems and their families. An additional function of the Affiliates Committee is to assist in the formation and development of new Affiliate Members. The Affiliate Chair shall assign a member of the Affiliates Committee to assist new or prospective affiliate organizations in the process of becoming an affiliate of the Corporation.

ARTICLE VIII

OTHER COMMITTEES AND ADVISORY BOARD

SECTION 8.1 STANDING COMMITTEES.

Standing Committee Chairs shall be appointed annually by the President, with the approval of the Board of Directors. Such Committees shall be composed of Members of the Corporation and at least one Director of the Board. Minutes shall be kept of each meeting of each committee. Standing Committees and their duties shall be as follows:

a. The Nominations and Elections Committee shall be created and fulfill those responsibilities as defined in Article V, Section 5.2 and Article VI, Section 6.2 of these Bylaws.

b. The Finance Committee shall consist of five (5) Members who shall include the Treasurer serving as Chair. The Committee shall be responsible for overseeing the financial operations and the budget of the Corporation.

c. The Bylaws Committee shall consist of at least three (3) Members of the Corporation. The Committee shall be responsible for recommending amendments of the Bylaws, as needed, to accurately define the structure and function of the Corporation as needed.

d. The Development Committee shall be responsible for fund raising activities for the Corporation.
e. The Membership Committee shall be responsible for increasing and maintaining membership in the Corporation.

f. The Research Committee shall be responsible for establishing partnerships to further research on problem gambling.

SECTION 8.2 AD HOC COMMITTEES.

The Board of Directors in its discretion may establish ad hoc committees as it considers necessary or desirable, with such duties as may be appropriate for the purpose of the particular committee; provided that such duties are not inconsistent with these Bylaws. Only the Chairperson of these ad hoc committees need be a Member of the Corporation or of the Board of Directors. Ad Hoc Committee Chairs will be appointed annually by the President with approval of the Board of Directors. Members of ad-hoc committees shall be selected consistent with the purposes for which the committee is established. Minutes shall be kept of each meeting of each committee.

SECTION 8.3 ADVISORY BOARD.

The Board of Directors may appoint any individual to an Advisory Board of the National Council on Problem Gambling, Inc. The Advisory Board shall counsel and advise the Board of Directors and Officers of the Corporation, at the discretion of the Advisory Board and its Officers, on matters of importance to the Council and shall serve generally to support the Council in its various activities. Such Advisory Board Members shall ordinarily serve one-year (1) terms, subject to reappointment, at the discretion of the Board of Directors.