The purpose of a committee is to bring together individuals on behalf of NCPG for a specific purpose. Committees are an important and integral part of membership organization operations. There are 3 classes of NCPG committees: standing, ad-hoc and interest group/task force. Standing committees are permanent entities detailed under the NCPG Bylaws. Ad-hoc committees are formed and dissolved by the Board. Interest Groups and Task Forces are formed by the Executive Director. This three-tier structure is intended to formalize the process of committee creation and operations.

**Interest Group/Task Force**

When a new or emerging issue of interest to NCPG is identified, the Executive Director may be asked by the Board or members to form an Interest Group or Task Force. The terms are synonymous, although traditionally Interest Groups focus on broader topics like Asian Gambling while Task Forces have a very specific project. There are not restrictions on who may chair or join an IG/TF. NCPG will provide only minimal in-kind support for IG/TF: creating a listserv, sending emails, etc… NCPG will not provide any financial assistance and IG/TF cannot request funds in the budgeting process. If a IG/TF has enough participation, focus and follow-through, it may petition to become an ah-hoc committee.

**Ad-Hoc Committees**

Ad-hoc committees must be formed by the Board and chaired by a NCPG member. These committees address issues of long-term and significant interest to NCPG and are expected to remain active and engaged in the organization. Ad-hoc committees are required to provide two written reports per year (in advance of the Midwinter and Annual meetings); will keep minutes of their meetings on file with NCPG office; to suggest updated annual goals and objectives to the Board during the yearly NCPG planning process; and may submit a request to the Board at the yearly NCPG planning process for budgeted funds to accomplish specific projects.

**Standing Committees**

Standing committees are similar in most respects to ad-hoc committees, except that at least one member must be a Board member.

**Chairs**

Chairs are 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. Standing Committees must be chaired by a Board member, ad-hoc committees by a member of the corporation, and interest groups have no requirements for chairs.

**Membership**
Committee chairs may appoint members as they see fit. 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. The President has the power to remove any member from a committee at their discretion.

**Liaisons:**
Each committee will have a liaison from the Board and a liaison from NCPG staff. The function of the Board liaison, who may serve as a member or 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 administrative support to the committee by setting up conference calls and email lists, helping arrange meetings, etc… However, staff are not responsible for leading or running the committee, and committee members are expected to provide the majority of the work product.
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.
Each chair will be issued instructions and passcodes, and your staff liaison will be able to assist as well.
Committees do not speak on behalf of NCPG or the Board without specific authorization.
Committee Charter Template

Sponsor: *Who or what group is requesting the committee be formed.*

Date: *Date that the committee was sponsored*

Name of Committee:

Purpose: *Be as specific as possible – what will let you know the committee is done? Can be things like writing a position paper; delivering a report to the sponsor; etc. If you can not be specific, it may indicate the need for a standing committee or indicate that a current standing committee can address the initial issue.*

Scope: *What are the committee’s activities limited to? Could be timeframes, particular data, involvement of non-members, etc. This section should also clearly state what the committee can or can not do once the purpose is fulfilled.*

Customers and Customer Expectations:

Customers:

Customer Expectations:

Goals: *May be the same as the purpose only more specific. For instance milestones in accomplishing the writing of a position paper.*

Deliverables: *What, when and to whom?*

Membership: *Who?*

Roles and Responsibilities of Members: *Who does what when? Can assign Chair, Record Keeper, etc.*

Conduct of meetings: *Frequency, location, logistics, ground rules.*

Decision Making Method: *Majority rule, chairperson, consensus, etc.*
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.