

NASCSP COMMITTEES

Most of these committees have been defined by the Bylaws, others have been formed as ad-hoc committees to address specific needs.

Executive Committee – Elected for 2-year terms of office, for no more than two full successive terms

- President – Beverly Buchanan
- VP – Matt Fitzgerald
- Treasurer – Robert Garber
- Secretary – Melanie Sanford
- CSBG Program Chair – Stuart Campbell
- WAP Program Chair – Jeff Heino
- Past President – Willie Fobbs

STANDING COMMITTEES

Member Services Committee - The following are members as per the duties of their executive committee position:

- Secretary – Melanie Sanford (Chair)
- Treasurer – Robert Garber
- CSBG Program Chair – Stuart Campbell
- WAP Program Chair – Jeff Heino

Per By-Laws: The Member Services Committee shall identify member priorities and benefits and make recommendations to the Board. Applying authorized policies and procedures, the committee shall oversee processes for conference site selection and for Board nominations and elections. Additionally, though not reflected in the Bylaws, it was determined that this committee is responsible for the Awards process with awards presented at the Winter Conference (announcing, collecting, reviewing, communicating with nominees, selecting best candidate). Policy re: Awards – criteria for nominating and qualifying for the award, internal process about moving from the nomination to the selection.

CSBG Committee

- Stuart Campbell (Chair) + other CSBG members of the Board

Per By-Laws: The CSBG Committee shall address CSBG program issues, authorization, appropriation, orientation, and training and technical needs of the membership.

WAP Committee

- Jeff Heino (Chair) + other WAP members of the Board

Per By-Laws: The WAP Committee shall address WAP issues, authorization, appropriation, orientation, and training and technical needs of the membership.

AD HOC COMMITTEES

Conference Planning Ad Hoc

CSBG

Beverly Buchanan
Matt Fitzgerald
Stuart Campbell (Chair)
Ditzah Wooden Wade

Laura Saintey
Karen Dunn
Gayla Delgado

WAP

Jeff Heino (Chair)
Josh Larose
Bruce Hagen
Scott Kuhn

Membership Ad Hoc - this was a committee established in early 2020 but not yet called to serve. The ad hoc committee works under the direction of the Member Services Committee

- Rhoda Talley
- Leslie Taylor (Chair)
- Ryan Manzik
- Karen Dunn
- Karen Brooks

Purpose: clearly define membership benefits; design and put into policy a T/TA fee schedule; ensuring what we are providing is meeting the needs of the members.

- What is considered a member benefit as opposed to fee for service?
 - If a member benefit, how is this regulated? Funds are not endless.
 - What are the limitations of what can be provided as a member service?
- Fee for service – non-member
 - What is the criteria, what are the considerations for accepting?
 - Rate structure
 - Using sub-contractors

Legislative Ad Hoc

Members as of June 2020

WAP		CSBG	
Bruce Hagen	ND (Chair)	Stuart Campbell	MD (Chair)
Jeff Heino	WI	Beverly Buchanan	AR
Willie Fobbs	VA	Shawna Peña	WY
Mark Adams	WV	Karen Keith	TX
Andy Etue	WA	Karen Quackenbush	UT
Scott Kuhn	KS		

Purpose: As per Goal 2 of the 2020-2025 Strategic Plan (NASCSP has a presence on the Hill and is consulted on policy issues related to CSBG and WAP) support staff to achieve this goal.

Website Review – this was a committee established early in 2020 but not yet called to serve

Shelly Woda (Chair); Gayla Delgado; Josh Larose; Rhoda Talley; Veronica Watson; Bruce Hagen

- Purpose: working with NASCSP staff, do a deep dive into the website to ensure it is easy to navigate and contains features members need.

Organizational Docs + Policy Development

Amanda Rains; Melanie Sanford; Gwen Howe; Brad Carpenter (Chair); Karen Dunn; Cassandra Norfleet-Johnson; Trent Williams

- Bylaws
 - Policy – Dues in Arrears
 - Policy – Election Process
- Employee Handbook
 - Policy – Staff Travel (as relates to safety)
 - Bereavement policy – independent from Annual Leave?
- Financial Policies and Procedures: telecommuting policy – how are travel expenses paid/remote staff travelling to DC requirement as per job description
- Policies for consideration: Awards Process; Conference registration discounts (funders, presenters)

		STANDING COMMITTEES				AD HOC COMMITTEES				
COMMITTEE MEMBERS		Executive	Member Services	CSBG	WAP	Conference Planning	Membership	Legislative C=CSBG W=WAP	Website Review	Organizational Doc Review Policy Develop
BOARD MEMBERS	Buchanan, Beverly	X		X		X - CSBG		C		
	Fitzgerald, Matt	X		X		X - CSBG				
	Garber, Robert	X	X		X					
	Sanford, Melanie	X	Chair		X					X
	Campbell, Stuart	X	X	Chair		X-CSBG Chair		C-Chair		
	Heino, Jeff	X	X		Chair	X-WAP Chair		W		
	Fobbs, Willie	X						W		
	Wooden-Wade, Ditzah			X		X - CSBG				
	Larose, Joshua				X	X - WAP			X	
	Woda, Shelly			X					X - Chair	
	Adams, Mark				X			W		
	Saintey, Laura			X		X - CSBG				
	Howe, Gwen				X					X
	Peña, Shawna			X				C		
	Manzik, Ryan				X		X			
	Dunn, Karen			X		X - CSBG	X			X
	Carpenter, Brad				X					X - Chair
	Norfleet-Johnson, Cassandra			X						X
	Brooks, Karen				X		X			
	Talley, Rhoda			X			X		X	
	Williams, Trent				X					X
	Delgado, Gayla			X		X - CSBG			X	
	Kuhn, Scott				X	X - WAP		W		
	Watson, Veronica			X					X	
	Hagen, Bruce				X	X - WAP		W-Chair		
	Taylor, Leslie			X			Chair			
	Rains, Amanda				X					X
	Etue, Andy							W		
	Keith, Karen							C		
	Quackenbush, Karen							C		

INACTIVE COMMITTEES – WORK COMPLETED

Bylaws Ad Hoc (formed during December 2017 Board Meeting) – this committee was responsible for the 2018 update of the Bylaws.

- Chair – Beverly Buchanan
- Ditzah Wooden-Wade
- Caesar McClain
- Jeff Heino
- Karen Brooks

Employee Handbook/Personnel P&P (formed during February 2018 Board Meeting) – this committee was responsible for the 2019 update of the Employee Handbook

- Chair – Bill Brand
- Robert Garber
- Gwen Howe
- Willie Fobbs
- Amanda Rains
- Tina Ruffin

Election – for September 2020 elections

Comprised of the Member Services Committee (Melanie, Matt, Ditzah, Bruce [Chair]) + Jeff Heino + Karen Brooks

- Purpose: build a slate for upcoming elections.

Note: as is currently dictated by the bylaws, *the Member Services Committee shall oversee Board nominations and elections*. When the executive committee is up for election, it's awkward that the same people who may be running for election are overseeing the process.