

NHADACA Committee Descriptions

BYLAWS COMMITTEE: The Bylaws Committee reviews the NHADACA Bylaws and proposes changes as they become necessary for action by the Board of Directors. The current Bylaws were last revised in October 2016.

EXECUTIVE COMMITTEE: The Executive Committee is comprised of NHADACA Board President, Immediate Past President, President Elect, Secretary, and Treasurer. The Executive Committee sets the direction of the board, in compliance with its mission and bylaws, to be carried out by the Executive Director, NHADACA staff and board members to be benefit of the profession and NHADACA membership.

FINANCE COMMITTEE: The Treasurer is the Chair of the Finance Committee. The other members of the committee consist of the President, the Immediate Past President, the President Elect, the Secretary, and one Regional Director. This committee is responsible for providing guidance on the overall NHADACA budget development and reviews the detailed budget prior to its presentation to the Board of Directors for final approval. This committee reviews NHADACA's fiscal status in detail. This committee supports the Executive Director in the performance of these duties as outlined in NHADACA accounting policy and procedure manual. This committee writes and maintains the accounting policies & procedures of NHADACA which include division of duties, delegation of authority, purchase order polices, check signing and other financial matters.

FUNDRAISING COMMITTEE: This committee develops and executes fundraising activities, including donation drives.

NOMINATIONS & ANNUAL MEETING COMMITTEE: This committee develops procedures to implement the nominations and elections criteria for NHADACA Board of directors and its officers. It governs/oversees the nominations, ballots, voting and election of officers prior to the NHADACA annual meeting held on the third Friday of each November, announces election results at the annual meeting, as well as administers the Association's awards program including ballots, nominations, voting and ordering of plaques. This Committee coordinates the logistics of the annual meeting, selects a topic pertinent to current issues relevant to NH addiction professionals, and consults on presenter making a final recommendation to the Board of Directors for approval.

ETHICS COMMITTEE: NHADACA is an affiliate of NAADAC. As a professional organization, our mission is to provide quality education, workforce development, advocacy, ethical standards, and leadership for addiction professionals. We follow the most recently updated NAADAC Code of Ethics. The primary activities of the Ethics Committee foster a spirit of collaboration among our colleagues by providing:

- consultation, as requested, to address ethics questions using an ethical decision making model ;
- educate members and participants at regional and state conferences about ethical practice in a changing clinical environment;
- provide ethics trainings that keep members and service providers up-to-date on current issues;

- promote standards of practice and core competencies expected of professionals and service providers in the addictions profession;
- inform members about their professional, ethical, legal obligations;
- communicate standards of practice to the public;
- request consultation with the NAADAC Ethics Chair or Committee to address specific concerns and seek direction and guidance; and
- analyze common ethical conflicts and recommend guidelines.

PUBLIC POLICY COMMITTEE: The Public Policy Committee stays informed of legislation pending before the Legislature of the State of New Hampshire as well as the United States Congress which is of interest to NHADACA members and develops proposed responses or plans of action for NHADACA. This committee prepares and sends action alerts for the membership when contact with legislators would be beneficial on particular legislation, as well as represents NHADACA, informs and speaks at public policy hearings on key issues. The chair of this committee regularly attends the NAADAC Advocacy in Action conference in Washington, DC bringing advocacy issues to a national level.

NHADACA BOARD MEMBER LIAISONS:

LADC Board Liaison: This Liaison is responsible for educating about concerns of treatment professionals and apprising the Board of relevant issues pertinent to professionals working within substance abuse treatment as they relate to licensure issues. This liaison attends meetings of the NH Board of Licensing for Alcohol and Other Drug Use Professionals.

Prevention Certification Board Liaison: This Liaison is responsible for educating about concerns of prevention professionals and apprising the Board of relevant issues pertinent to professionals working within substance abuse prevention. This liaison attends NH Prevention Certification Board meetings.