

EXECUTIVE COMMITTEES

EXECUTIVE COMMITTEE – Board officers who are authorized to act on behalf of the full board. Committee members report to the full board. Acts as a steering committee for the full board by prioritizing issues for the full board to address. Meets monthly.

President(s) – Matt Janicki, Seth Keller

Vice-President(s) – Kathie Bishop, Kathryn Pears

Treasurer – Helen Stepowany

Secretary – Kathy Service

FINANCE COMMITTEE - Duties include development of an annual budget for each fiscal year before the end of the current fiscal year and submitting such to the Board for adoption; prepare an annual report; prepare and submit a monthly report in advance of each Board meeting; ensure the preparation and filing of annual tax returns with the State of Maine and Federal government; commission and submit findings of an annual audit to the Board; and perform all duties as from time to time may be prescribed by the Board.

Chair:

Helen Stepowany, Treasurer

Committee Members:

Matt Janicki

Seth Keller

Phil McCallion

Kathryn Pears

Kathie Bishop

NOMINATING COMMITTEE - Duties include identifying, recruiting, screening and interviewing candidates for Board positions as necessary; submit a slate of officers at the appropriate and designated intervals for consideration and approval of the Board.

Chair:

Dawna Mughal

Committee Members: Vacant

NTG Committees 2021

Updated 02.01.2021

STANDING COMMITTEES

All Standing Committees meet quarterly. May meet more frequently at the call of the Chair(s).

EDUCATION AND TRAINING - Duties include, but are not limited to, identifying and developing training sessions, webinars, online courses, and other educational opportunities and making them available to NTG constituents and providing advice on areas for continued growth related to grants, organizational partnerships, state agency collaborations, and new resources that expand NTG's ability to serve its constituents.

Chair(s):

Kathie Bishop
Kathryn Pears

Committee Members: **Add Master Trainers**

Adel Herge
Lucy Esralew
Andy Griffin
Kathy Service
Helen Stepowany

Jadene Ransdell
Nancy Jokinen
Rick Rader
Carol Erzen
Lynn McMunn

EVALUATION - Duties include, but are not limited to, ongoing review of NTG workshops and webinars using multiple sources of evaluation, creation of evaluation tools to be used with webinars and workshops; and issuing an annual report of findings.

Chair(s):

Adel Herge
Helen Stepowany

Committee Members:

Lucy Esralew
Nancy Jokinen
Andy Griffin
Linda Redford

Kathy Service
Dawna Mughal
Rick Rader
Lynn McMunn

FAMILY SUPPORT - Duties include, but are not limited to, advising the NTG Board on how it can assist and represent families and caregivers, including recommendations regarding expanding training and educational opportunities for family members and caregivers, assisting in the identification of family caregiver needs and gaps, publishing a quarterly caregiver newsletter, and conducting an online family caregiver support group.

Chair:

Jadene Ransdell

Committee Members:

Christina Marsack-Topolewski
Nancy Jokinen
Kathy Service
Dawna Mughal

Rick Rader
Adel Herge
Leone Murphy

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MARKETING AND COMMUNICATIONS - Duties include, but are not limited to, publicizing NTG initiatives and activities both internally and externally; promoting knowledge and information about the NTG, its mission, vision, and services to the broader ID and aging community; research and identify opportunities to educate the broader ID and aging community about the NTG and its services (including promotion and marketing of webinars and workshops).

Chairs:

Kathryn Pears
Nicole Cadovious

Committee Members:

Kathie Bishop	Andy Griffin
Melissa Parnell	Rick Rader

MEMBERSHIP - Duties include, but are not limited to, supporting NTG membership growth by actively recruiting, retaining, and engaging members; identify potential new members, contact lapsed members, and engage current members; provide input and feedback regarding membership needs, programs and policies.

Chairs:

Christina Marsack-Topolewski
Melissa Parnell

Committee Members:

Kathy Service	Kathie Bishop
Kathryn Pears	Dawna Mughal

PUBLIC POLICY AND ADVOCACY - Duties include, but are not limited to, collaborating with NTG committees, external special interest groups, and NTG membership. Monitor and share with the Board and membership key public policy issues at the state and federal level that affect adults with ID and dementia; be proactive in promoting and speaking on the importance of recognizing the unique challenges facing adults with ID and dementia; disseminate relevant policy background information and alerts to Board and membership; educate NTG membership on the importance of advocacy and how to be an effective advocate; and research and identify areas for advocacy.

Chairs:

Matt Janicki
Kathryn Pears

Committee Members:

Phil McCallion	Seth Keller
Kathie Bishop	Jadene Ransdell
Andy Griffin	Nicole Cadovious
Rick Rader	Stephanie Kohl

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STRATEGIC PLANNING - Duties include, but are not limited to, assisting the Board with its responsibilities for NTG mission, vision, and strategic direction which includes, but is not limited to, making recommendations to the Board on NTG mission, vision, strategic initiatives, major programs and services; identifying critical strategic issues facing the NTG; ensuring establishment of an effective strategic planning process; and identifying opportunities to improve the scope, cost, effectiveness and quality of services and programs provided by the NTG.

Chairs:

Helen Stepowany

Paula Gann

Committee Members:

Kathryn Pears

Jadene Ransdell

Adel Herge

Kathy Service

Dawna Mughal

Kathie Bishop

Carol Erzen

ADVISORY COMMITTEES

All Advisory Committees meet quarterly.

ADVISORY BODY - The Advisory Body is modeled on the prior NTG Steering Committee. Members of the Advisory Body will comprise a range of expertise and bring unique knowledge and skills to augment the knowledge and skills of NTG Board members in order to more effectively guide the organization. Duties include, but not limited to, serving as an advocate for the NTG to the broader community; serve as a liaison with relevant constituencies, provide feedback to the Board from the community; provide technical expertise, provide an independent/unbiased sounding board; and assist the Board in determining important activities. The Advisory Body's tasks and powers are delegated by and subject to the direction and control of the Board. The Advisory Body has no formal governance authority. Meets quarterly.

Chairs:

Lucy Esralew
Kathie Bishop

Committee Members:

Andy Griffin
Jadene Ransdell
Nancy Jokinen
Adel Herge
Kathy Service

Dawna Mughal
Rick Rader
Leone Murphy
Stephanie Kohl

CLINICAL/HEALTH CARE COMMITTEE - Duties include, but are not limited to, advising the board on clinical questions and issues, making recommendations on health care-related medical ethical issues, and serving as a forum for education and discussion of health care-related matters impacting adults with ID and dementia. Meets quarterly.

Chairs:

Seth Keller
Kathy Service

Committee Members:

Adel Herge
Lucy Esralew
Andy Griffin
Kathryn Pears
Kathie Bishop

Nancy Jokinen
Dawna Mughal
Rick Rader
Stephanie Kohl

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SCIENTIFIC/RESEARCH CONSULTATIVE PANEL - Duties include, but are not limited to, providing necessary scientific and research expertise and advice to the NTG Board and membership; keeping the NTG abreast of new scientific developments; answering specific questions of the NTG Board and membership; and informing policy discussions. Meets quarterly.

Chairs:

Lucy Esralew

TBD

Committee Members:

Kathy Service

Nancy Jokinen

Kathie Bishop

Andy Griffin

Dawna Mughal

Rick Rader

Stephanie Kohl

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