



National Association of State  
Controlled Substances Authorities

## 2021-2022 -NASCSA Committee Descriptions

### Standing Committees

#### **Nominating Committee**

The President shall appoint a Nominating Committee that will be responsible for presenting a slate of nominees at the annual business meeting, normally held during each annual conference. The Chair of the Executive Committee shall chair the Nominating Committee.

#### **Resolutions and Bylaws Committee**

The President shall appoint a Resolutions and Bylaws Committee, which will be responsible for presenting proposed bylaw changes and/or resolutions to the membership during the annual business meeting, normally held during each annual conference of the Association. The Vice President shall chair the Resolutions and Bylaws Committee.

#### **Finance Committee**

The President shall appoint a Finance Committee, which will be responsible for reviewing the financial instruments and records of the Association at least annually and reporting its findings at the annual business meeting, normally held during each annual conference. The Secretary/Treasurer shall chair the Finance Committee.

#### **Prescription Monitoring Program Committee**

The President shall appoint a Prescription Monitoring Program Committee (PMP) that will serve as a resource to the Executive Committee and the entire membership. The committee shall be responsible for providing both the expertise and support in providing guidance and recommendations in the development of programmatic needs and development of policy statements as needed that further the establishment, enhancement and operation of Prescription Monitoring Programs. The President shall appoint a chair each year who shall be a state PMP administrator.

### Ad-Hoc Committees

#### **Membership Committee**

The Membership Committee is responsible to provide content for communications to the membership; review and approval of "Breaking News" items and the "Newsletter" prior to publication. The committee shall recommend various mechanisms to increase and retain membership in the association.

### **Controlled Substances Authorities Committee**

The Controlled Substances Authorities Committee (CSA) that will serve as a resource to the Executive Committee and the entire membership. The committee shall be responsible for providing both the expertise and support in providing guidance and recommendations in the development of programmatic needs and development of policy statements as needed that further the mission of the association. It is recommended that this committee be chaired by a representative of a Controlled Substances Authority.

### **Education Committee**

The Education Committee will be responsible for planning and implementation of a series of educational events, such as webinars, podcasts, etc. for the membership and other interested stakeholders. It is recommended that one member of the committee be from each of the following committees; Prescription Monitoring Program and Controlled Substances Authorities.

### **Annual Conference Program Planning Committee**

The Conference Program Planning Committee will be responsible for assisting the executive committee in establishing an agenda for the annual conference in addition to making recommendations for format and content. It is recommended that one member of the committee be from each of the following committees; Prescription Monitoring Program, Controlled Substances Authorities and Education. In addition, it is recommended that the committee include a representative from the state in which the subsequent conference is being held.

### **Information Technology and Services Committee**

The Information Technology and Services Committee will be responsible for development and administration of surveys, recommendations for improvements of the association's presence on social media, internet and other electronic media. It is recommended that one member of the committee be from each of the following committees; Prescription Monitoring Program, Controlled Substances Authorities, Membership and Education. In addition, it is recommended that the committee include the association's Webmaster.