



## NTGCR COMMITTEE CHARTER

### I. Committee Name – **Conference Committee**

### II. Purpose

The Conference Committee is established to assist the National Tribal Gaming Commissioners and Regulators (NTGCR) Board of Directors in offering the top training and regulatory education for tribal, state, and federal agencies.

### III. Goal Statement

The goal of the conference committee is to organize, plan, and review NTGCR conferences and any other meetings set forth by the Board. The committee will be dedicated to provide the best service, atmosphere, and learning experiences to the NTGCR memberships and affiliates.

### IV. Authority and Resources

The Board must decide what decision making authority may be delegated to the committee, if any.

The committee should be comprised of at least two (2) Board members with remaining membership appointed according to the organization's bylaws. Ideally, representatives from a minimum of three (3) regions should be represented on the committee.

Any resources needed (e.g. funds, external experts) must be presented and approved by the Board, unless such authority is granted to the committee by vote of the Board.

### V. Work Plan and Timeline

The following plans and timelines shall be followed by the committee::

- ∞ Committee leaders will meet regularly (e.g. monthly) to discuss activities, deliverables, and prepare reports, as necessary.
- ∞ All active members will meet immediately before any regularly scheduled Board meeting to ensure any concerns or reports are complete any ready for disbursement.
- ∞ Members must report progress at each Board meeting; if no progress, the Board shall consider whether or not to make changes to the membership, timeline, or to continue with committee.
- ∞ Committee work should be completed within the timeline established by the Conference Committee Chair and/or Board.

- ∞ When a committee has completed its work, the results/recommendations will be presented to the Board by the committee leader. Adoption of any recommendations will require a majority vote of the Board.

## VI. Desired Outcomes

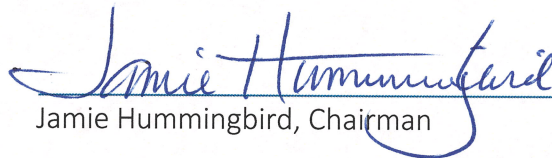
The conference committee shall work with the contracted conference coordinator and Executive Director to plan, execute, and evaluate all conferences and meetings to ensure satisfaction based on NTGCR goals.

## VII. Roles and Responsibilities

The committee's roles and responsibilities are as follows:

- ∞ The committee leader and membership shall ensure the conference coordinator has the information needed as deemed necessary by the board to carry out the contractual responsibilities.
- ∞ The committee is responsible for providing the Board with recommendation on conference materials, locations, and any other item deemed necessary for a successful conference. The committee chair will work with the conference coordinator to create final reports and documents for the Board. The committee shall work with all respective committees to incorporate any additional items, activities, awards, etc. for the conferences. Review and make recommendations/selections for conference materials, speakers, activities, suggested locations, and any other items necessary for the conference.

Approval:

  
Jamie Hummingbird, Chairman

Date: 15 AUG. 2018

Attest:

  
Amber McDonald, Secretary