



NEW HAMPSHIRE
GOVERNOR'S COUNCIL ON
PHYSICAL ACTIVITY & HEALTH

COUNCIL MEMBER PACKET

Created: September 1997
Edited: October 2009

Dear New Council Member:

Welcome! On behalf of all the members of the New Hampshire Governor's Council on Physical Activity and Health (NHGCPA&H), I would like to take this opportunity to officially welcome you on our Council. The Governor and Council members appreciate your willingness to serve and look forward to working with you to achieve the mission for a healthier, more active New Hampshire.

In order to make your transition onto the Council easier, the NHGCPA&H Council Member Packet contains the operation, structure, activities and member responsibilities. This should prove helpful in familiarizing you with the Council and facilitating your participation in its meetings and endeavors. Please contact me with any questions you may have regarding member roles and responsibilities.

Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read 'Travis L. Horne', with a long horizontal line extending to the right.

Travis L. Horne
Chair

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NEW HAMPSHIRE GOVERNOR'S COUNCIL
ON PHYSICAL ACTIVITY & HEALTH

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BRIEF HISTORY

The New Hampshire's Governor's Council on Physical Activity & Health was formed in 1991 by Executive Order of Governor, Judd Gregg, and has been continued by those holding the Governor's office. The Council is charged with the responsibility of promoting a healthy, active lifestyle for all citizens of New Hampshire, with a special emphasis on children and youth.

The Council is comprised of representatives from state agencies, the medical profession, the business community, education, older adult organizations and numerous organizations and individuals with an interest in promoting physical activity.

Proclamation from the Honorable Judd Gregg, U.S. Senate
Former Governor of the State of New Hampshire and
Founder of the NH Governor's Council on Physical Fitness

"The Surgeon General's report on physical activity and health clearly links regular physical activity with numerous health benefits. As adults, it is important that we take responsibility for our own personal fitness. We must also take responsibility for our children's health by setting a good example, making physical activity a priority in our families and reaching out to other children in our communities through volunteer efforts with many youth sports and fitness organizations throughout our state. A physically active New Hampshire means a healthier and more prosperous state for us all."

NH GOVERNOR'S COUNCIL ON PHYSICAL ACTIVITY & HEALTH
BY LAWS

ARTICLE I
NAME/MISSION

The name or title by which this organization is to be known as the NEW HAMPSHIRE GOVERNOR'S COUNCIL ON PHYSICAL ACTIVITY AND HEALTH.

The mission of the Council is to promote a healthy lifestyle for all NH residents, through an emphasis on physical activity and fitness, working in cooperation with all sectors of society.

ARTICLE II
GOAL

The goal of the Council is to create a clear, simple message that is memorable and powerful that will serve to expand the Council's role as an important advocacy agency for the promotion and improvement in physical activity and health initiatives in New Hampshire.

ARTICLE III
VISION

The vision of the Council is as follows: The state and its communities embrace and support a culture that promotes physical activity and physical and health education. All New Hampshire residents value and regularly engage in a healthy level of physical activity and fitness.

ARTICLE IV
COUNCIL MEMBERS

Section 1: Membership. A maximum of twenty-one (21) members shall be appointed by the Governor to serve on the Council. Council members shall represent the State Department of Education and the Division of Public Health Services and shall also represent business and industry, senior citizens, the disabled, local school systems, athletics and sports, higher education, recreation and parks, the medical profession, youth serving organizations, and physical educators.

Sections 2: Term of Service. Council members shall serve for one, two or three years. At the conclusion of his/her term, he/she may request to be considered for recommendation by the Council to the Governor for reappointment. There is no limit to the number of terms that may be served.

Section 3: Responsibilities. Council members shall attend and contribute to Council Meetings and shall serve on at least one working committee.

Section 4: Vacancies/Recommendations. The Chair, by enactment of the Council, will recommend to the Governor reappointments, new appointees or replacements to the Council.

Section 5: Meetings. Each Council member must attend a minimum of 5 out of 9 meetings per year (September – June) to remain an active member. A schedule of meetings shall be set on an annual basis at the beginning of each fiscal year; any change in meetings requires a two (2)

week notification by the Chair. In addition, a meeting may be requested by a consensus of 5 members of the Council requiring the Chair to call a meeting within 30 days of the request. The Council shall hold at least one annual meeting open to the public for receiving input regarding physical fitness issues and concerns.

Section 6: Quorum. A quorum shall consist of 5 members.

Section 7: Council Decisions. The act of a majority of the Council members present at a meeting at which a quorum is present shall be the act of the Council, unless that act of a greater number is required by law or by these bylaws.

Section 8: Compensation. Council members shall serve voluntarily and will receive no compensation for their services.

Section 9: Resignation/Removal. Any Council member may resign at any time by giving written notice to the Chair or presentation of written notice at any Council meeting. The Chair, by action of the Council, will remove any Council member who does not attend the minimum number of required meetings within the Council's fiscal year unless, after discussion with the Chair and approval by the Council, it is felt that the member should remain a Council member.

ARTICLE V OFFICERS

Section 1: Election and Terms of Officers. The officers of the organization shall consist of a Chair, Vice-Chair, Secretary and Treasurer. The Governor shall appoint the Chair for a three-year term. The Council shall make its recommendation for Chair to the Governor thirty days prior to the expiration of the Chair's term. The Council members shall elect the remaining officers annually and elections shall be held each year at a designated meeting of the Council. A member may not serve as an officer of the organization for more than six (6) consecutive years.

Section 2: Duties of Officers

- A. Chair: The Chair shall preside over all meetings of the Council, shall serve as the liaison to the Governor, when necessary including on matters outlined in these bylaws; shall be a member ex-officio, with the right to vote, of all committees except a nominating committee; shall see that all orders and resolutions of the Council are carried out; shall appoint all committee chairpersons and shall perform such other duties necessary or incident to such office or properly required by the Council.
- B. Vice-Chair: The Vice-Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as are necessary or incident to such office or are properly required by the Council.
- C. Secretary: The Secretary shall keep records of all transactions at the meetings; shall see that proper notice is given of all meetings of the Council; shall keep attendance records of Council meetings and notify the Chair of any member who has not met required attendance during the Council's fiscal year; shall be responsible for the distribution of minutes of all meetings; shall in the absence of the Chair and Vice-Chair, preside at the Council meetings; shall have charge of the organization's official stationery and records; and shall perform such other duties as are necessary to such office or are properly required by the Council. If the Secretary is absent from any meeting of the Council, a temporary Secretary chosen at

the meeting shall exercise the duties of the Secretary at the meeting.

D. Treasurer: The Treasurer shall receive all monies and deposit the same in the named and to the credit of the organization in such depositories as may be designated by the Council; shall with the consent of the Chair pay all bills; shall keep full and accurate records and make such reports as requested by the Chair or Council; and shall perform such other duties as are necessary or incident to such office or are properly required by the Council.

E. Other Officers: Other Officers may be elected and shall have such duties and powers as may be designated from time to time by the Council.

ARTICLE VI COMMITTEES

Section 1: Executive Committee. The Executive Committee shall consist of the officers mentioned in Article IV, together with the Past Chair. The Executive Committee shall assess, review and make necessary recommendations to the Council regarding the organization's management, policies and procedures. The Executive Committee may also be empowered by the Council to exercise the authority of the Council in the management of the organization, on specific matters or in totality during the interim period between meetings of the Council. The Executive Committee shall report all its actions to the Council at the next Council meeting.

Section 2: Other Committees. The Council may establish such other committees, as it shall deem appropriate in order to carry out its responsibilities and achieve goals.

ARTICLE VII MISCELLANEOUS

Section 1: Rules of Order. The "Robert's Rules of Order, Revised" most recent edition, shall govern all deliberations when not in conflict with these bylaws or specific operating procedures adopted by the Council.

Section 2: Fiscal Year. The fiscal year of the organizations shall be July 1 through June 30.

ARTICLE VIII AMENDMENTS

These bylaws may be amended, altered or repealed and new bylaws may be adopted by two-thirds (2/3) vote of those members of the Council present at any regular meeting of the Council at which there is a quorum or at a special meeting for which all members are given 30 days notice.

FUNDING

The Governor's Council on Physical Activity & Health is not presently funded by the State of New Hampshire but relies on contributions and grants from the business community and various state and national organizations/agencies. The New Hampshire Department of Health and Human Services, Office of Community and Public Health provide staffing and program support.

In 1995, the Council did receive \$36,000 (Reebok price fixing award to the state) from the NH Attorney General's Office. These monies were given out in 1996 in the form of grants for community/school/older adult organization-based physical activity programs.

Other monies and in-kind services have been received over the years to fund and promote Council program, projects and national conference fees for Council members.

MILESTONES / ACCOMPLISHMENTS

Be Fit With 5 Project 995
Fitness Is A Family Affair Brochure
Intergenerational Walks 1996-2004
Governor's Proclamation - May is Fitness Month (1998-2004)
Grant Awards: Optima, NH Department of Health & Human Services
BHP, Reebok
Integrated Student Services & Conferences
Mini Summits to Highlight Youth Fitness Programs
New Hampshire Celebrates Wellness Project
New Hampshire Governor's Council on Physical Fitness Brochure (1995)
Northeast Regional Meetings (hosted)
Nutrition & Physical Activity Conference
Physical Best / Prudential Youth Fitness Training's 1991-2003
Physical Best College/University Future Professional Workshops
1991-2003
The Governor's 500 Mile Challenge
Walk Into History Project
Walking Club Leader Training
Intergenerational Wellness 5K Walk
Outstanding Achievement Awards

AFFILIATIONS

National Association for Health and Fitness

The NH Governor's Council on Physical Activity and Health became a member of the National Association for Health and Fitness (NAHF) in the spring of 2006.

COUNCIL AND AFFILIATE MEMBERSHIP CRITERIA

The purpose of this document is to establish the Council and Affiliate membership criteria of the National Association for Health and Fitness (NAHF). The criteria may be revised as needed by the NAHF Membership Committee and Board of Directors.

Proposed Council Membership Criteria

To be eligible for Council Membership in the NAHF, a State or Governor's Council must demonstrate the Council's functional status is at the state level (vs. regional, community, county, or city), by submitting one of the following types of documentation to the NAHF:

- Executive Order of the state
- Legislative Mandate of the state
- Letter of Support from a state agency such as the State Department of Health or State Department of Education
- Letter of Support from a state academic institution such as a state university or state college
- Other types of supporting documentation demonstrating state-level functional status may be presented to the NAHF Board of Directors for consideration.

As described in the Articles of Incorporation, there shall be one Council Member per state eligible for Council Membership in the NAHF. Other councils (including state, regional, community, county, or city) may also be members of the NAHF under the Affiliate Membership criteria, described below. It is the responsibility of entities within a state to determine Council Member representation to the NAHF. In all cases, Council Membership priority will be given to Council Members on record with NAHF (and formerly National Association of Governor's Councils on Physical Fitness and Sports). In the case where a Council is requesting Council Membership in a state that has not has such, priority will be given to a Council submitting documentation of Executive Order, Legislative Mandate, Letter of Support from a state agency, or Letter of Support from a state academic institution. If none of these types of documentation is available, other documentation that demonstrates state-level functional status may be submitted to the Board of Directors for consideration. Once Council Membership eligibility has been established with NAHF, the following requirements must be met and maintained:

Council Member Requirements:

1. Submit annual dues payment to NAHF of \$150/year
2. Participate in NAHF voting conducted at the National Meeting and any other meetings of the Council Members
3. Register and maintain current Council Member contact information with NAHF including primary contact (individual) and fiscal agent (individual or organization)

Council Members receive a number of benefits including:

- Financial support from NAHF through revenue-sharing activities such as the “Get America On Its Feet” campaign and the “National Employee Health and Fitness” state rebate program
- Representation on the NAHF Board of Directors and committees
- Services provided by NAHF such as Council Member web postings and revenue-sharing account management

Northeast Regional Council on Physical Fitness

The Northeast Regional Council on Physical Fitness was a subdivision of the National Association of Health and Fitness. Its purpose is to bring Council members from the eastern region together on an annual basis to 1) update its membership and 2) provide feedback back to the national association.

Representation comprises the following states: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Delaware and Maryland.

It is no longer functioning.

COMMITTEES

The four standing committees are 1) Executive, 2) Membership/Nominating, 3) Advocacy and 4) Marketing.

Committee Descriptions

- 1) **Executive Committee:** The Executive Committee shall consist of the officers of the organization together with the Past Chair. The Executive Committee:
 - a) shall assess, review and make necessary recommendations to the Council regarding the organization's management, policies and procedures.
 - b) may also empowered by the Council to exercise the authority of the Council in the management of the organization on specific matters or in totality during the interim period between meetings of the Council.
 - c) shall report all its actions to the Council at the next Council meeting.
 - d) develop an annual report for the Governor

- 2) **Membership / Nominating:** The Membership / Nominating Committee shall consist of no fewer than three members. Membership / Nominating Committee
 - a) shall plan and present the orientation and continuing education program for new Members of the Council
 - b) review the New Member Manual on an annual basis
 - c) propose a slate of Members and the four officers no later than one month prior to the annual meeting
 - d) shall be responsible for presenting to the Council, for approval, candidates for interim Member vacancies when necessary

- 3) **Marketing/Public Relations/Advocacy Committee:** This committee shall consist of no fewer than three members. This committee's primary function is to:
 - a) Establish a format and a plan to inform the public about the purpose, programs and services of the Council.
 - b) Provide media communications to promote and publicize and market the programs, purpose and services of the Council.
 - c) Serve as an expert in the field of Physical Activity and Health

- 4) **Programming/Events Committee:** This committee shall consist of no fewer than three members. This committee's primary function is to:
 - a) Implement programs and services set forth by the Council
 - i) Intergenerational Wellness 5K Walk
 - ii) Outstanding Achievement Awards

GENERAL COUNCIL MEMBER INFORMATION

Responsibilities

The primary purposes of the New Hampshire Governor's Council on Physical Activity & Health Members are to:

1. To ensure that the mission, vision, and values of the Council, the by-laws and the policies are executed and upheld.
2. To assist the Council in achieving its goals by supporting and participating in Council-sponsored events.

Qualifications

Qualifications of the members of the New Hampshire Governor's Council are:

1. Be supportive of the mission, vision, values
2. Have specific knowledge to complement Council composition
3. Have adequate time to fulfill the duties of a member

Functions

The functions of the members of the New Hampshire Governor's Council are:

1. Attend monthly Council meeting (approximately 1.5-2.0 hours)
2. Attend annual meeting (at least one per year)
3. Prepare for meetings by reading materials provided in advance and staying informed through the Chairman and other Council members
4. Actively participate and support Council-sponsored initiatives
5. Serve on at least one working committee
6. Advocate for the Council whenever possible
7. Maintain confidentiality with regard to the Council and staff and in all issues the Council determines to be sensitive.
8. Play an active role in identifying potential new media relations.

Advisory Board Job Description

The primary purpose of the Advisory Members to the New Hampshire Governor's Council on Physical Activity and Health is to provide professional advise and opinions to ensure that the organization is apprised of trends and needs in promoting a healthy lifestyle for all NH residents, through an emphasis on physical activity and fitness; and that its direction and mode of operation remains appropriate by:

1. Serving as a professional resource for the COUNCIL
2. Serving as "opinion leaders" and as a sounding board
3. Assisting with strategic planning by providing input regarding trends in the healthcare and fitness industry and recommending appropriate direction to the COUNCIL

Qualification:

1. Understand and be supportive of the NHGCPA&H mission
2. Have an area of expertise which complements the COUNCIL composition
3. Reside in a place that is of strategic significance and brings complement to the COUNCIL's statewide representation
4. Have adequate time and commitment to fulfill the duties of an Advisory Member

Functions:

1. Attend a minimum of one COUNCIL meetings each year
2. Be available as a resource to the executive board and Council Chair via telephone consultation on professional and strategies issues
3. Advocate for the COUNCIL whenever possible
4. Assist with contacts for promotion and financial support