



## **ADDICTION AND PSYCHIATRIC MEDICINE COMMITTEE CHARTER**

### **SOURCE OF AUTHORITY AND GOVERNING RULES:**

MSSNY's (the "Society") Addiction and Psychiatric Medicine Committee is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

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**COMMITTEE CHARTER TERM DURATION:** Ongoing

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### **OPERATIONAL ALIGNMENT:**

Works with the Society's Staff Liaison for this Committee in the Public Health and Education Division of the Governmental Affairs Department.

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### **PURPOSE AND RESPONSIBILITIES:**

The Addiction and Psychiatric Medicine Committee serves, evaluates and considers issues in psychiatric medicine and problems related to substance use and addiction, including therapeutic care and prevention. Participates in an advisory capacity with other agencies in promoting educational material. Advises individual physicians and organizations.

### **DELIVERABLES:**

The objectives of the Addiction and Psychiatric Medicine Committee to: Evaluate and consider aspects of substance abuse, addiction and psychiatric conditions and to make recommendations for policy and possible treatment.

### **RESPONSIBILITY OF THE COMMITTEE AND COMMITTEE MEMBERS:**

- The Addiction and Psychiatric Medicine Committee reports to the Council.
  - The Committee meets at least three times a year.
  - A majority of the members of the Addiction and Psychiatric Medicine Committee shall constitute a quorum for the transaction of business. A majority vote by committee members present and voting at a meeting at which a quorum is present shall be required for any action.
  - Attend all meetings; notify the Staff Liaison whenever there is a scheduling conflict.
  - Review all materials prior to each meeting; notify the Staff Liaison of issues or questions.
  - Suggest and help evaluate potential issues of concern.
  - Accept and complete special assignments, as required. Meet deadlines.
  - Immediately inform the Staff Liaison and Chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform above-listed responsibilities.
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## **ADDICTION AND PSYCHIATRIC MEDICINE COMMITTEE CHARTER**

### **ADDICTION and PSYCHIATRIC MEDICINE COMMITTEE CHAIR:**

The Chair of the Addiction and Psychiatric Medicine Committee is appointed annually by the President of MSSNY for a maximum of three consecutive one-year terms. The Chair cannot serve as Chair of more than one Committee simultaneously.

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**COMPOSITION:** The Addiction and Psychiatric Medicine Committee shall consist of members, including the chair/vice chair, who are interested in substance abuse, addiction and/or psychiatric medicine and have experience with the treatment modalities of addiction medicine. This would or may exclude non-psychiatrists, which is a significant part of the Committee as initially worded.

Members of the Addiction and Psychiatric Medicine Committee are appointed by the President of the Medical Society of the State of New York and approved by Council.

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### **TERM:**

A MSSNY member may be appointed to the committee for a term of one year and may be reappointed to continue serving on the committee as long as they are a member in good standing and attend the meetings.

### **AGENDAS & MATERIALS:**

In consultation with the Staff Liaison, the chairperson develops an agenda for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the "New Business" agenda item which closes each meeting. Necessary agenda materials will be provided to the committee in advance.

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### **SELECTION PROCESS AND QUALIFICATIONS:**

Addiction and Psychiatric Medicine Committee members are identified through an open call for qualified volunteers. This call will be issued annually between August and September with a deadline of September 30th. The President Elect will review the recommended roster for this Committee in January/February and final approval will be sought at the Council Meeting that will be held immediately after the conclusion of the Annual Meeting of the House of Delegates.

Selection to serve on this Committee is based on these qualifications.

- MSSNY member in good standing.
- Attends committee meetings
- Familiarity with the MSSNY membership structure and member needs.
- The ability to engage, deliberate, and support consensus in a civil and objective manner.
- Be strategic and have a high degree of emotional intelligence.
- Ability to work independently and virtually to complete deliverables.



## **ADDICTION AND PSYCHIATRIC MEDICINE COMMITTEE CHARTER**

- The work of the Addiction and Psychiatric Medicine Committee is confidential in most instances. Each committee member must be able to maintain confidentiality in the work of the committee.
  - Have professional experience with either Psychiatry or Addiction Medicine.
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### **REMOVAL OF COMMITTEE MEMBERS:**

An Addiction and Psychiatric Medicine Committee member (including the Chair and Vice Chair) may be removed at any time, with or without cause, upon the affirmative vote of a majority or more of the Council members present at a duly called meeting of the Council where a quorum is present.

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### **APPROVAL:**

**MSSNY Council approved this Charter on November 21, 2024**