



HEALTH INFORMATION TECHNOLOGY COMMITTEE CHARTER

SOURCE OF AUTHORITY AND GOVERNING RULES:

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

COMMITTEE CHARTER TERM DURATION: Ongoing

OPERATIONAL ALIGNMENT:

Works with the Society's Staff Liaison for this Committee in the Governmental Affairs Department.

PURPOSE:

The purpose of the Health Information Technology Committee is to review and make recommendations to the MSSNY Council on issues arising from the use of technology in the delivery of and payment for patient care, including issues relating to electronic health record systems, telehealth, regional health information network data-sharing and the emerging use of augmented intelligence (AI).

RESPONSIBILITY:

- The Health Information Committee reports to the Council.
 - The Committee meets twice per year.
 - A majority of the members of the Health Information Technology 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.
 - 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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COMMITTEE CHAIR/VICE CHAIR:

The Chair of the Health Information Technology Committee is appointed by the President of MSSNY for a term of three years and is limited to two consecutive three-year terms. The Chair can serve again for two more terms if there has been a gap of at least three years.

The Vice Chair is appointed by the President of MSSNY for a term of three years and is limited to two consecutive three-year terms. The Vice Chair can serve again for two more terms if there has been a gap of at least three years. The Vice Chair can be appointed as Chair for a three-year term when a vacancy in the Chair is available.

COMPOSITION:

Members of the Health Information Technology 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. 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.

SELECTION PROCESS AND QUALIFICATIONS:

Health Information Technology 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.
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REMOVAL OF COMMITTEE MEMBERS:

A 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.

APPROVAL:

MSSNY Council approved this Charter on November 21, 2024