



## HEART, LUNG, CANCER COMMITTEE CHARTER

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

MSSNY's (the "Society") Heart, Lung, Cancer 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 Heart, Lung, Cancer Committee examines diseases related to heart, pulmonary systems and cancer.

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### **DELIVERABLES:**

The objectives of the Heart, Lung, Cancer Committee focuses on prevention, early diagnosis, treatment, and rehabilitation processes. Encourages and supports research and education activities that enhance patient care and physician expertise and knowledge.

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### **RESPONSIBILITY:**

- The Heart, Lung, Cancer Committee reports to the Council.
  - The Committee meets at least three times a year.
  - A majority of the members of the Heart, Lung, Cancer 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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### **HEART, LUNG, CANCER CHAIR:**

The Chair of the Heart, Lung, Cancer 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 Heart, Lung, Cancer Committee shall consist of members, including the chair/vice chair, that have expertise in primary care, pulmonology, cardiology, radiology and cancer.



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Members of the Heart, Lung, Cancer 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:**

Heart, Lung, Cancer 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 30<sup>th</sup>. 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.
  - The work of the Heart, Lung, Cancer Committee is confidential in most instances. Each committee member must be able to maintain confidentiality in the work of the committee.
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### **REMOVAL OF COMMITTEE MEMBERS:**

A Heart, Lung, Cancer 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**



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