



## CPH ADVISORY COMMITTEE CHARTER

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

MSSNY's (the "Society") CPH Advisory Committee is governed by the Society's Bylaws, the New York State Not-For-Profit Corporation Law and New York State Public Health 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 Committee for Physician Health Department.

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### **PURPOSE AND RESPONSIBILITIES:**

The CPH Advisory Committee oversees the policy and operations of the Committee for Physician Health (CPH). The Committee is responsible for: Evaluating and considering issues involving the operations of CPH which provides confidential and non-disciplinary assistance for physicians, physician assistants and medical students experiencing problems related to substance misuse and other mental health issues. The Committee participates in an advisory capacity with other agencies in promoting education materials. Additionally, the committee advises individual physicians and organizations. This committee meets virtually 3 times per year.

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### **DELIVERABLES:**

Oversee policy and operations of the CPH recovery and monitoring program  
Promote healthcare system policy enabling physicians to obtain confidential care  
Outreach to medical staffs and training programs regarding physician health and recovery

### **RESPONSIBILITIES:**

- The CPH Advisory Committee reports to the Council.
  - The Committee meets virtually 3 times per year.
  - A majority of the members of the CPH Advisory 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.
  - Members shall attend all meetings when possible; 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.
  - Members serve on ad hoc case reviews committees which meet periodically.
  - Suggest and help evaluate potential issues of concern.
  - Accept and complete special assignments, as required. Meet deadlines.
  - Members shall 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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## CPH ADVISORY COMMITTEE CHARTER

### **CPH ADVISORY COMMITTEE CHAIR:**

The Chair of the CPH Advisory 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 CPH Advisory Committee shall consist of MSSNY members in good standing, including the chair/vice chair.

Members of the CPH Advisory 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.

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### **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:**

CPH Advisory 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.
- 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.



## **CPH ADVISORY COMMITTEE CHARTER**

- Ability to work independently and virtually to complete deliverables.
  - The work of the CPH Advisory 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:**

An CPH Advisory 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**